

# MOVE OUT PROCEDURES

Move out Date: \_\_\_\_\_



**EMERALD PROPERTIES AND MANAGEMENT LLC**

3215 COACHLITE AVE.  
PORTAGE, MI 49024  
(269) 317-2061 OR (269) 317-2057  
www.emeraldpropertiesllc.net

Dear Tenants,

We hope this finds you enjoying your summer! The time is quickly approaching to move out and move on! We thank you for being great and responsible tenants!

We hope this list will help you in preparing to move out and make clear what we look for in assessing your residence for a security deposit return.

1. A landlord is allowed 30 days in which to send out a security deposit, therefore it could be postmarked August 30. Please look for your check the last week of August or the first week of September. If you have not received your return by the end of the first week of September, please call us at the numbers above.
2. If there is more than one roommate at your residence, please choose **one** roommate to leave a forwarding address. We will return just one check with a list of deductions, if any. It is the responsibility of this individual to contact and divide the deposit with the other roommates. I will look for this address on your kitchen counter, please make it noticeable and on a **regular size piece of paper**.
3. Leave all keys to the residence on your kitchen counter also. Any keys not left will incur a charge of \$10 per key to the security deposit.
4. We expect to find the place in a clean presentable manner.

## SEE CLEANING CHECKLIST BELOW

**We expect there to be no discrepancy about what "clean" is. Please think back and reference your signed cleaning checklist from when you moved in. MAKE AN APPT. FOR A WALK THROUGH WITH MGMT. THE WEEK OF MOVE-OUT IF NECESSARY!**

5. Please remove all of your possessions. Any items left in your residence will incur a charge of \$250 for removal. Be sure to check the **basement!**
6. **\*\*Please begin disposing of any unwanted possessions and rubbish early.** If there is an overflowing garbage container on the day of move out, BFI charges a fine for removal. This charge is always quite large, even for just one bag, and is the responsibility of the tenants. All tenants are responsible for their waste and should begin disposing of it early to avoid any charges.

7. Be sure to call Consumer's Energy (1- 800- 477-5050) and have the service transferred into the owner's name, Michael Gillen. DO NOT HAVE THIS UTILITY SHUT OFF! Please cancel all other utilities.
8. Pay your last water bill otherwise we will withhold the amount owed to the Water Dept plus a \$50 service fee.

**\*\*All tenants must be completely moved out and vacate the premises as of midnight, July 31, 2009. Any person still residing in or making access to the property will result in a \$75.00 fee for an extra day.**

We would be happy to do a walkthrough if you are concerned about any damages or if an area is clean "enough". You must contact us right away to schedule an appointment. We are very strict about cleaning; remember it is possible to get the entire cleaning deposit back—think back to how things were when you moved in. If you have forgotten, we recommend you clean it better than you remember!! We will charge for anything that we feel needs to be cleaned better.

Thank you for your cooperation! If you have any questions about moving out, please let us know.

We wish you the best of luck next year!

Sincerely,

EPM



## CLEANING CHECKLIST FOR MOVING OUT

- Kitchen-**
1. stove, clean top and inside all burner trays
  2. oven (use Easy Off oven cleaner and follow instructions for the inside. Use soft scrub to clean the outside.)
  3. refrigerator (Use Lysol with water to clean the inside and outside)
  4. wipe down cupboards (Use Lysol with water to clean the inside and outside)
  5. sink- use comet to scrub it down
  6. countertops-use Lysol with water to clean it down or a kitchen spray.
  7. floor-use Lysol with water to mop it. Do not forget the corners and under the appliances.
  8. baseboards-Vacuum first to clean off the dusty buildup. Use Lysol with water to clean them down.

- Living room(s)-**
1. wood floors-use Murphy's Oil cleaner for wood and water to mop the floor
  2. carpet-vacuum crumbs to prepare for steam cleaners
  3. baseboards-Vacuum first to clean off the dusty buildup. Use Lysol with water to clean them down

- Bedrooms-**
1. carpet/wood floors - for wood floors-use Murphy's Oil cleaner for wood and water to mop the floor  
And for carpet-vacuum crumbs to prepare for steam cleaners
  2. closets- follow directions for wood floors or carpet above. Clean baseboards as well.
  3. baseboards- Vacuum first to clean off the dusty buildup. Use Lysol with water to clean them down.

- Bath Room(s)-**
1. sink - use comet to scrub it down
  2. bathtub - use comet to scrub it down. Do the shower walls also.
  3. toilet -use Lysol toilet bowl cleaner. Clean the outside of the toilet with Lysol and water.
  4. floor- use Lysol with water to mop it. Do not forget the corners.
  5. baseboards -Vacuum first to clean off the dusty buildup. Use Lysol with water to clean them down
  6. drawers/shelves/vanity, etc. -Vacuum first to clean off the dusty buildup. Use Lysol with water to clean them down

**Common areas, halls, stairs, etc.-**

1. carpet/wood floors - for wood floors-use Murphy's Oil cleaner for wood and water to mop the floor  
And for carpet-vacuum crumbs to prepare for steam cleaners
2. shelves - Vacuum first to clean off the dusty buildup. Use Lysol with water to clean them down
3. closets- follow directions for wood floors or carpet above. Clean baseboards as well.
4. baseboards- Vacuum first to clean off the dusty buildup. Use Lysol with water to clean them down

**Window coverings, Ceiling Fans, and Window Screens** - all window covering, blinds, ceiling fans, window screens, to be dusted

**Basement**-Clean any mess as a result of living in the property, including rubbish (dryer lint, garbage, empty bottles, etc.) Clean washer and dryer with Lysol and water. Tenants are NOT responsible for cobwebs, dirt resulting from crumbling walls.

\*\*\*\*\*WE LOOK FOR:\*\*\*\*\*

**Linoleum/Wood Floors:** free of crumbs, dirt, scuffs, hair, etc. Appear clean and not walked upon.

**Carpet:** free of loose particles, vacuumed

**Sinks:** free of hair, crumbs, build up of any kind. Appear to be clean and unused.

**Shower/Tub:** free of hair, crumbs, build up of any kind on walls and bottom of unit. Appear to be clean and unused.

**Toilet:** free of hair, build up of any kind, and filth. Appear to be clean and unused.

**Baseboards:** free of dust build up (swipe with finger), spots/spills are wiped clean.

**Refrigerator/oven/stove:** free of crumbs, spills, and build up of any kind. Appear to be clean, inside and out and unused.

All areas were found to be clean upon move in. A walk through was made with at least one tenant at the time of move-in and these conditions were signed to. Be sure that this roommate has communicated this standard to all of the other roommates.

If the cleaning is less than superior, the tenant shall be charged upon move out for the cost to hire the cleaning. NO exceptions!

MAKE AN APPT. FOR A WALK THROUGH WITH MGMT. THE WEEK OF MOVE-OUT IF NECESSARY!



## EMERALD PROPERTIES AND MANAGEMENT LLC

The purpose of our cleaning deposit is to give our tenants the opportunity to have their full cleaning deposit returned. We expect the property to be left in the condition that was agreed upon with your initial move-in cleaning checklist.

Unlike other management companies that charge between \$300-600 as a cleaning fee, we give our tenants the chance to rent in the WMU area in a more cost effective manner. We feel this policy is in the best interest of our tenants.

If the cleaning is not done correctly, photographs of the areas will be taken that require cleaning and we charge \$35 per hour for our cleaners to restore the property. This charge is a minimum of one hour and will be taken from your cleaning deposit. We recommend that you follow our instructions included and most of your attention be given to the kitchen(s) and bathroom(s).

We recommend that you purchase the following cleaning products for your move-out cleaning: Comet, bottle of Lysol, Easy Off oven cleaner, Murphy's Oil for wood floors