

TENANT MOVE – OUT INSTRUCTIONS



Thank you for honoring your rental contract by giving your notice to vacate in writing, in accordance with your Rental Agreement.

In an effort to assist you in receiving a full refund of your security deposit after vacating, we've compiled this checklist for your use in preparing the home to turn over to us. Once you've completed your cleaning requirements, please return your keys to Property Solutions of Utah (Utah Property Solutions) at 1226 W South Jordan Parkway, Suite D South Jordan UTAH 84095. We're rarely in the office, so be sure to call us at 801-701-8033 or email service@utahpropertysolutions.com to let us know when the keys have been dropped off. Be sure to leave us your forwarding address when you return the keys!

To avoid any possible misunderstandings in connection with your departure, we thought we would go over a few basic policies. Please remember that the security deposit cannot be used toward your rent. We will return your deposit as long as all rents, late fees, roommate change fees, utilities, returned check fees, or any other balance(s) due have been paid. Also, the dwelling must be left clean and undamaged, normal wear and tear accepted. Normal wear and tear is defined as deterioration that occurs without negligence, carelessness, accident, or abuse

Move-out inspections of properties are performed Monday through Friday during normal business hours, and are only done when the Tenant has surrendered possession of the property and turned in keys. Inspections are not conducted with Tenant. Utah State Law allows for 30-days from receipt of all the keys to reconcile your security deposit.

We have attached a cleaning checklist, which will give you some guidelines for cleaning your home. If Agent discovers repairs, maintenance or necessary cleaning on the move-out inspection for which Tenant is responsible, appropriate people/companies will be asked to quickly correct tenant deficiencies.

Below is a list of items that may be used as a guide for cleaning the property when vacating.

Cleaning Instructions for Move out

Refrigerator: Defrost and clean with detergent and water or baking soda and water. Be sure to include the shelves, butter tray, ice cube trays and vegetable crisper (inside & out). Be sure to clean under the refrigerator, vacuum the coils and behind the refrigerator, and also clean any dust or grease formed on top. DO NOT leave it unplugged.

Stove/oven: Put this on the top of your list. If you start early, it won't be such a chore when you move.

- A. Clean under the burners, the drip pans and the stove rings until there are no stains, food or grime left.
- B. Remove the knobs and clean the area, including the knobs, thoroughly. Make sure to put the knobs back as before or they will not work properly.
- C. Clean the oven and oven racks using oven cleaner (unless you have a self-cleaning unit). Be sure to put paper or plastic in front of the stove to protect the floor.
 - a. If you have a self-cleaning or continuous cleaning oven, **do not use oven cleaner**, follow the directions on your range instead.
- D. Thoroughly clean the stove drawer, also remove the stove drawer and clean the floor underneath.
- E. Clean the exterior of the stove including sides, as well as the front of the door and drawer.

Cupboards and Drawers: Wipe down inside and out with a cleaner that doesn't leave a dull film. Dry with a clean cloth. All food drips and crumbs must be removed from inside & out. Make sure the tops of the cupboards are dusted and clean.

Sink: Scrub the sinks and faucets with a high quality non-abrasive cleanser, wipe and dry with a clean cloth.

Disposal: Must work and be free of food remnants. To do this run a tray of ice cubes through the disposal while running cold water. Place a cup of baking soda in the disposal and do not run any more water through the disposal.

Dishwasher: Wipe inside and out cleaning away any soap scum, don't forget the gasket around the edge of the door. Sprinkle one cup of baking soda on the bottom before closing do not run the dishwasher again.

Doors and woodwork: Wipe down and polish.

Linoleum Floors: Vacuum or sweep and damp mop the floor. Put the wash water down the toilet to avoid clogging up the sink. Do not pour mop water down the disposal as this can clog it.

Carpets: The carpets must be steamed clean by a professional carpet cleaner. The carpets may not be cleaned by a company using Buffing/Static-Attraction or Chem-Dry. **Must be a truck mounted steam cleaner. Supply us with the receipt so that we know it was professionally cleaned.**

Walls and Ceilings: Dust and wash baseboards, and door jams. Remove any marks from the walls and wipe away fingerprints from the light switch plates and outlets. Wipe tops of the heat registers, doorknobs and wall telephone jacks. Vacuum walls and ceiling to remove cobwebs.

Window and Sills: Vacuum the window screens and window tracks. Wash the glass without leaving streaks (cheapest papers towels work the best). Windows must be cleaned inside & out. Make sure the window sills are dusted and wiped clean.

Drapes and Blinds: Vacuum and dust. Blinds must be clean & dust free.

Closets; All closets should be thoroughly cleaned. All hangers removed & shelves dusted.

Light Fixtures & Fans: Take down and wash the light fixtures, they seem to catch a lot of bugs and dust. Be sure all burned out light bulbs are replaced. Make sure to clean the ceiling fan blades. Vacuum the bathroom exhaust fan vents and covers.

Toilet: Thoroughly scrub the toilet bowl inside & out and with a good disinfectant. This includes the lid, seat, behind the toilet, base, and the outside of the tank.

Bathtub & Shower: Scrub the tub and walls of the bathtub including shower doors & their metal tracks. These must be free of soap scum and mildew. Clean out the soap dish as well.

Medicine Cabinet & Vanity: Don't forget to clean the inside and out and polish.

Nail Holes: If you put up pictures remove the nails. **Do not spackle the nail holes.**

Hooks, Etc: Please leave paper towel racks, ceiling hooks, cup dispenser and so forth behind.

Laundry/Utility Room, Garage, Storage, Deck: Please make sure you sweep and mop these areas. They are often left undone. Make sure you remove all your property (oil, soap, tires, boxes, sacks, etc.).

Garbage/Trash: All trash must be removed before your leave. Make sure to check the garage, basement, and utility areas. If the trash service is in your name make arrangements to get a final pick-up and to take the service out of your name.

Yard: Yard must be mowed, trimmed, weeds and trash removed in summer. In the winter all trash, leaves and branches must be removed and sidewalks shoveled.

Keys: Return all keys and garage door openers to Freedom Property Management. (You will be charged rent until they are returned).

Fireplace: Remove large debris and vacuum.

Thank you again for your stay with us and if you have questions please contact us service@utahpropertysolutions.com

Sincerely,

Property Solutions of Utah (Utah Property Solutions)
1226 W South Jordan Parkway, Suite D
South Jordan Utah 84095

Company Signature

Date

Tenant Signatures

Date