

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 return of your refundable security deposit after vacating, we've compiled this checklist for your use in preparing the home. Once you've completed your cleaning requirements, please return your keys to the office 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. **Keys must be returned before 5:00 p.m. on the last day of your lease. If your lease is terminating on a weekend, we have an after-hours drop box for your use. Keys must be labeled with a portion of the address or your name. You must also have to submit or deliver a copy of your paid carpet cleaning invoice as required by your lease packet.**

To avoid 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 after all late fees, 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. You were emailed a copy of your move in inspection report, if you do not have a copy for your reference, please let us know and we'll send you another copy.

Move-out inspections of properties are performed at various times throughout the week and can only be done after you have returned all keys to the office. Once the inspection is completed, you will be emailed a copy of it. If you do not receive a copy, please contact the office. Inspections are typically completed within 3 business days of receiving the keys. **Utah law allows for 30-days from receipt of all the keys to reconcile your security deposit and complete the disposition.**

We have attached a cleaning checklist, which will give you some guidelines for the final cleaning. These are just guidelines so please be thorough when cleaning your home. If the agent discovers repairs, maintenance, or necessary cleaning at the move-out inspection, the appropriate company or vendors 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. Again, this is just a guideline and more or less may be needed for your particular home.

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 move fridge away from wall clean & mop under the refrigerator, clean seals, vacuum the coils and behind the refrigerator, and clean any dust or grease/grime formed on top. Defrost freezer. 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.
- F. Clean and mop under the stove

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, debris, grease, and crumbs must be removed from inside & out. Make sure the tops of the cupboards are dusted and clean. Clean insides of drawers and fronts of cabinets.

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. Clean dust/debris from under front of dishwasher. Sprinkle one cup of baking soda on the bottom before closing do not run the dishwasher again.

Doors and woodwork: Wipe down and polish.

Baseboards/Molding: Clean, dust, wash, and rinse all dirt, grime, and marks. Vacuum all floor vents.

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 steam 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 before handing over possession so we know it was professionally cleaned. This must be submitted by 5:00PM on the last day of your lease. If it is not provided, we will have the carpets cleaned and charge your security deposit.** Don't forget the floor vents, too!

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. No dirt or dust should be left behind

Drapes and Blinds: Vacuum and dust. Blinds must be clean & dust free. Drapes must be dry-cleaned if appropriate. If blinds are not in working order, PLEASE INFORM THE COMPANY.

Closets; All closets should be thoroughly cleaned. All hangers removed & shelves dusted and free of dirt. All scuff/stains should be cleaned without fading or discoloring the paint.

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 and remove all stains with a good disinfectant. Clean and disinfect the rest of the fixture including 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. Clean and shine the wall tile surrounding the bathtub/shower.

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

Nail Holes: If you put up pictures remove the nails. Please note that you will be charged for patch and paint for all holes in the wall(s).

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

Laundry/Utility Room, 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 arraignments to get a final pick-up and to take the service out of your name.

Garage/Parking: Remove all debris, dust, sweep, remove oil stains, clean exterior garage door as well as interior door. Replace burnt out lights.

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. You are responsible for yard maintenance until the last day of your lease.

Fireplace: Remove large debris and vacuum.

Misc.: Remember to call utility companies and pay bills current through the end of your lease. You are responsible for bills, yard care, etc. until the keys have been submitted to the office or the end of your lease (which ever is later). Notify USPS of your new address as well.

Keys: Return all keys and garage door openers to Utah Property Solutions. These can be dropped off at the office at 1226 W. South Jordan Parkway, Suite D. South Jordan, Utah 84095. This must be done before 5:00 p.m. of the last day of your lease. When keys are returned you will not have access to the property, so make sure everything is completed beforehand. **You must mark the keys with either the address or your name, so we know which property they are for. There is an after hours slot for after 5 or weekend drop offs.**

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

Sincerely,

Property Solutions of Utah, PPC
DBA Utah Property Solutions
1226 W South Jordan Parkway, Suite D
South Jordan Utah 84095

Company Signature

Date

Tenant Signature

Date

Tenant Signature

Date

Tenant Signature

Date

Tenant Signatures

Date