



## MOVE OUT CHECKLIST

Meadows Crossing Apartments is providing you with this checklist so that you may avoid any additional charges to your security deposit. It is our goal to provide you with information for a smooth move-out.

Return all keys and parking permits in an envelope labeled with the Unit # to Landlord or Landlord's Agent when vacating. **Do not leave keys at the Unit.** Failure to return keys will result in a lock change charge of \$100.00. Tenant must drop off keys by 11:59pm on the day the lease ends, otherwise Tenant will be charged a holdover fee at a minimum rate of \$60.00 per hour for late move-out, and Tenant may be subject to additional charges per Section 1 of the Lease.

### Cleaning:

- All carpets must be thoroughly vacuumed. All other floors must be cleaned (vacuumed and washed) including edges near baseboards and cabinets.
- All furniture must be clean (vacuumed, dusted, and/or cleaned with a non-wax cleaner such as Windex). Stove, exhaust fan, microwave, refrigerator, dishwasher, and sinks must be thoroughly cleaned. Do not turn refrigerator off; simply turn off icemaker and turn the temperature to the lowest setting. Bathroom fixtures must be thoroughly cleaned and free of residue. Mini-blinds must be cleaned or replaced. **Mattress cover must be washed and left on the bed** (up to \$40.00 replacement cost if missing or damaged)
- All light fixtures, doors, baseboards, trim, and cupboards must be cleaned. Windows, window blinds and screens must be washed.
- Remove all personal effects including food and trash. All items left behind will be considered abandoned and disposed of at a rate of \$10.00 per trash bag. Large items will be disposed of at the rate of \$100.00 per item.
- Exterior of the Unit must be clean and free of debris, including removal of cigarette butts. This includes porches, decks, steps, and grounds adjacent to the Unit.

*If the above cleaning procedures are not followed then Landlord may charge \$100-\$400 for additional cleaning services.*

### Resident repairs:

- Any holes, larger than a finishing nail, must be filled and sanded smooth.
- Tenant must replace all burned out light bulbs with LED lightbulbs; otherwise Landlord will replace them and charge \$10.00 per light bulb. Tenant must replace dead 9-volt smoke alarm batteries; otherwise Landlord will replace them and charge \$5.00 per smoke alarm

### Forwarding address:

- Tenant must complete a "Change of Address" form with the United States Postal Service for Tenant's mail. "Change of Address" forms are available at [www.usps.gov](http://www.usps.gov). Any mail received after moving out will be sent back to sender.
- Complete Forwarding Address slip and turn in with your keys. This is the address your security deposit will be mailed to.

Charges will be made against your security deposit if the above procedures are not followed. Also, all damages beyond normal wear and tear will be deducted from your security deposit. **The security deposit, less any necessary deductions, will be mailed to Tenant's forwarding address.**

**YOU MUST NOTIFY YOUR LANDLORD IN WRITING WITHIN 4 DAYS AFTER YOU MOVE OUT OF A FORWARDING ADDRESS WHERE YOU CAN BE REACHED AND WHERE YOU WILL RECEIVE MAIL; OTHERWISE YOUR LANDLORD SHALL BE RELIEVED OF SENDING YOU AN ITEMIZED LIST OF DAMAGES AND PENALTIES ADHERENT TO THAT FAILURE.**