

IMPORTANT REMINDERS



Forwarding Address

Please provide your forwarding address to us *in writing* so that your security deposit refund will arrive on time. By law, your security deposit refund will be mailed within 45 days of the end date of your lease.

Staying past your Move-Out Inspection

From paragraph 6 of your lease: "If Lessee shall remain in possession of all or any part of the Leased Premises after the expiration of the term of this Lease, then the Lessee shall be a lessee from month to month at a rental rate of three times the normal monthly rental amount and subject to all of the other applicable convenience, terms and conditions hereof. Rent will be calculated on a monthly, not daily, basis. Lessee will be liable for a full month's rent for any month in which he spends one day occupying the unit after the expiration of the term of the lease. Lessee shall also be liable for any damages or loss of income on the next lease should the next tenant not be able to take possession on the first day of their lease."



621 N. Walnut Street, Bloomington, IN 47404

Payment address: PO Box 1112, Bloomington, IN 47402

www.ParkerMgt.com

Phone: (812) 339-2115

Fax: (812) 336-8671



MOVE OUT INSTRUCTIONS



621 N. Walnut Street, Bloomington, IN 47404

www.ParkerMgt.com

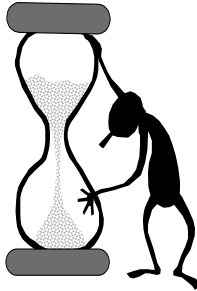
(812) 339-2115

PREPARING FOR YOUR MOVE-OUT INSPECTION

We want to help you maximize your security deposit refund.

Cleaning

Your residence must be returned to a “professionally cleaned” condition upon move-out as specified in paragraph 2 of your lease. In order to reduce cleaning charges at the end of your lease, we have provided (right) a list of commonly overlooked items.



Removing Belongings

It is important that all personal property is removed from the residence prior to your move-out inspection so that we can conduct a thorough inspection. You will be charged if we must remove any items from the unit.

Returning Keys & Parking Permits

Please be prepared to turn your keys and Parker Real Estate Management parking permit(s) over at the time of your move-out inspection. If you will not be present for this inspection, leave all your keys and parking permits on the kitchen counter with a forwarding address and phone number.

Utilities

If you pay any utilities at your residence, please contact each utility company and have the service taken out of your name effective the last day of your lease.

Forwarding Your Mail

Visit your local post office or www.USPS.com to have your mail forwarded to your new address.

Good luck with your move!

TIPS TO MAXIMIZE YOUR SECURITY DEPOSIT REFUND RETURNING YOUR HOME TO “PROFESSIONALLY CLEANED” CONDITION

Kitchen Cabinets & Counters

Clean interior of cabinets. Wipe down doors, cabinet exteriors, counter tops, and back splash.

Sinks & Faucets

Clean and remove soap scum. Wipe water spots off faucet. Wipe down interior and exterior of sink cabinet. If you have a garbage disposal, place 2 tablespoons of baking soda in disposal and run for 1 minute with water.

Stove and Oven

Clean oven, burner pans and rings, vent hood and filters, bottom drawer and floor under stove.

Microwave

Clean interior and exterior. Pay special attention to ceiling of microwave. Remove fingerprints from power panel.

Dishwasher, Washer & Dryer

Wipe down front and sides. Interior of units should be free of debris, stains, fingerprints, etc. For Dishwasher: clean drain of any debris, wipe down rubber seal around door.

Refrigerator

Clean interior including shelves & crisper bins. Clean exterior, paying attention to the seal, grime on handles, spills, etc. Defrost ice buildup in freezer. LEAVE UNIT TURNED ON!

Pantry & Closets

Clean shelves with wet cloth. Sweep and mop vinyl, vacuum carpet. Clean door.

Floors

Sweep and mop vinyl or tile floors. Vacuum all carpeted areas.

Medicine Cabinets, Vanities & Mirrors

Clean mirror. Clean off water spots. Wipe down shelves. Clean interior and exterior. Remove dust and dead bugs (if present) from light fixture on medicine cabinet.

Tubs/Showers & Toilets

Clean the grout, tiles and caulk with diluted bleach or with product containing bleach (be careful not to get bleach on floor). Remove soap scum & water spots. Wipe down both sides of shower door. Wipe out shower door tracks. For Toilets: Clean bowl interior. Wipe down exterior. Make sure to wipe floor behind the toilet.

Important Note!

If your unit requires cleaning upon move-out, there will be a charge of **\$35 per hour** for cleaning services.

PLEASE CLEAN THOROUGHLY

Heating/Cooling Vents and Ceiling/Exhaust Fans

Clean and vacuum vents. If cover can be removed, vacuum interior of vent. Wipe dust off ceiling fans and remove any dead bugs from light (if present). Vacuum dust from ceiling exhaust fans in bathroom.

Windows & Glass Doors

Wash inside with glass cleaner. Wipe out sills and tracks (remove leaves, dirt, dead bugs, etc). If your unit has tilt-in windows, clean the outside pane and trim as well.

Cobwebs

Remove all. Check ceilings & corners especially.

Patios, Porches, Garages & Storage Sheds

Sweep floors. Wipe cobwebs from walls and ceiling.

Trash

Remove all trash and debris from premises. If leaving trash at curb, make sure proper trash tags are attached.

Curtains & Blinds

Sweep/Dust. Lower to closed position.

Walls, Doors, Baseboards & Trim

Wipe down with wet cloth. Be careful to remove all dust, residues and marks.

Smoke Detector Batteries

All batteries must be installed and functional.

Light Fixtures & Bulbs

All bulbs must be functioning. Clean light fixtures. Remove dead bugs (if present) from all light fixtures.

Lawn

If you are responsible for your own lawn care, please make sure that your last mow occurs no more than 3 days prior to Move Out Inspection.