

Brick Street Properties, LLC.

Tenant Move-Out Information & Instructions

Dear Tenants,

As the school year is drawing to a close we sincerely hope you have enjoyed your time living in our property and will have many great memories to take with you. As you plan your move-out we wanted to give you some instructions and reminders to help make the move-out go as smooth as possible for all, and avoid unnecessary fines/deductions from your security deposits. Please pay special attention to Key Return & Cleaning!

Thank you and best wishes – *Justin & Brick Street Properties*

1. **Move out Date:** **Your lease expires on SUNDAY of Miami's Graduation Weekend (May 14, 2017; May 20, 2018, May 19, 2019).** You must be fully moved out, unit fully cleaned and keys deposited by 11:59 PM THAT DAY. Late move outs/extensions can NOT be granted as new tenants are waiting to move in. If you entire party ends up being out BEFORE this date, please help out the next group by sending us a text or call to let us know what day you expect to be moved out. Your units HAS summer tenants, If you happen to be out early letting us know just helps those future tenants as we can inspect and repair sooner.
2. **KEYS: Return ALL KEYS as instructed below, INCLUDING Exterior Door Keys, & Bedroom Keys**
 - **Place keys in separate envelopes, one for exterior door keys, and one for bedroom keys**
 - **Leave the Key envelopes on the Kitchen Counter next to the sink,**
 - **The last tenant to leave should:** ensure all doors and windows are locked, place their keys inside the envelopes and then lock the handset knob of the door they exit through, so it locks behind them.
 - **Bedroom and Entry door keys were issued 1 per tenant and the same number needs to be returned.**
 - **Any Key not left at move out will be charged a replacement fee, or the fee to re-key the unit for exterior doors.** Minimum \$30 replacement fee, each key, per lease.
3. **Cleaning:** Per your lease, the rental premises must be returned at move-out in the **SAME** condition, including **cleanliness**, as it was provided at move in (inside & outside).

We ask that you thoroughly clean your rental unit at move out; attached in this packet is a good checklist to ensure all areas are cleaned properly. Failure to clean any area will require a professional cleaning, cost for which will be deducted from security deposits. Please note any excess costs for cleaning and/or damages that exceed the security deposit will be invoiced to tenants and payment due immediately.
4. **Please report any known damage or repairs** needed to Property Manager (us) ASAP, before move out
5. **If there are any bug or pest problems** please report to Property Manager, identifying area so we are aware, then try to remedy with sprays or traps prior to vacating to minimize the issue.
6. **Utility Shut Offs – YOU ARE REQUIRED TO keep Electric and Water ON FOR 5 DAYS AFTER YOUR MOVE OUT DATE! (May 20th)** This helps you get back more of your deposit, as if during our inspection we find items needing cleaning or repair we will need electric and water to make those corrections, if the services are off we must also charge you the cost to turn them on temporarily, which often comes with \$50+ "TURN ON" fees from the utility companies, thus request your turn off/close account dates an extra week out, just in case.
7. **Security Deposit:** After you have vacated, we (Landlord's Agent) will conduct an inspection of the entire property, looking for any damages incurred during tenancy and verifying all aspects of the property are cleaned, all light bulbs working, etc. Any repairs will be made or cleaning done as needed, carpets will be shampooed, & all will be itemized in a statement. Painting due to tenant-caused damage will be charged in accordance with the terms of your lease agreement. Your Security Deposit Statement will be mailed to you within 30 days AFTER your lease expiration, per the lease agreement.
****TENANTS MUST provide a SELF ADDRESSED AND STAMPED ENVELOPE for each tenant who is to receive an even portion of the refund so that we may mail your deposit statement and check to you. Please place self addressed/stamped envelope(s) with the key envelopes on the kitchen counter when you leave.** Landlord has the final authority to determine fees for damages or cleanliness resulting in how much of the deposit shall be refunded in accordance with the conditions set forth in the Rental and Lease Agreement.

CLEANING LIST FOR TENANTS TO PERFORM UPON VACATING

Per your lease the rental premises must be returned at move out in the SAME condition, including cleanliness, as it was provided at move in.

We ask that you thoroughly clean your rental unit at move out; below is a good checklist to ensure all areas are cleaned properly. Failure to clean any area will require a professional cleaning, cost for which will be deducted from security deposits. Any excess cleaning and/or damages exceeding the security deposit will be invoiced to tenants and payment due immediately. Cleaning Tutorial Videos & Tips can be found at BrickStreetRentals.com/cleaning-tutorials-tips-resources/

General: please use mild dish soap and water for most cleaning with the exception of floors & bathrooms (disinfecting cleaner), and where otherwise instructed.

1. ____ ALL BELONGINGS, FURNITURE, TRASH AND ANY TYPE OF DEBRIS MUST BE COMPLETELY REMOVED FROM THE PREMISES including porches, & yards - any item left, no matter how small will be charged a removal, and if necessary haul away fees, deducted from the security deposit. Do not leave cleaning products either.
2. ____ Windows - Wash windows on inside in all rooms. Clean out window tracks.
 - A. ____ Wash window sills and curtain rods.
3. ____ Doors - Wash inside and outside of front and back doors, and all doors, especially around door knobs
4. ____ Walls - As possible wash all marks off walls, landlord will repaint as needed. – mr clean magic erasers are great! Remove all nails, thumbtacks, sticky adhesive, tape, etc, but do not patch.
5. ____ Wash and disinfect all vinyl, tile, and wood floors.
6. ____ All carpeting must be vacuumed to remove dust and debris
 - A. ____ ****Carpet Shampooing** - Per the lease (Para. 20/21) the Landlord, or Agent, will have the carpets professionally shampooed, but you must vacuum them clear of all debris. Standard Shampooing cost will be deducted from you security deposit.
7. ____ Clean/Dust all blinds.
8. ____ Dust all light fixtures throughout unit and replace any burnt out or missing bulbs.
 - A. ____ Remove all glass covers to remove dust and bugs that accumulate inside (if visible)
9. ____ Dust (or scrub Clean as necessary) all ceiling fans, and any window air conditioners
10. ____ Dust (or scrub Clean as necessary) all baseboards
11. ____ Sweep down any cob webs in ceiling corners, etc.
12. ____ Test all smoke detectors and replace any dead or missing batteries – all must be working
13. ____ Replace any window screens damaged or lost during tenancy
14. ____ Kitchen, Bathroom, Utility/Closets, and Exterior Specifics detailed below
15. ____ If Basement – remove any items and trash, sweep floor and steps clean, all light bulbs working, secure

Utility Rooms, Basements, & Closets Specifics:

1. ____ Sweep, vacuum or wash as necessary all vinyl, tile, or concrete flooring
2. ____ Clean washer and dryer inside and outside
3. ____ Clean out lint trap of dryer
4. ____ Clean around and on top of hot water tank and furnace
5. ____ Replace furnace filter with a new one

Kitchen(s) Specifics:

1. ____ Clean inside and out of dishwasher
2. ____ Clean top and underside of oven range hood (if one is present).
3. ____ Scrub using disinfecting cleaner the kitchen floor, including under the refrigerator (ensure floor is well swept before moving appliances to prevent scratching the floor!)
4. ____ Clean baseboards
5. ____ Wash all light fixtures, ceiling fans in warm water and soap. Clean switch plates.
6. ____ Clean all light fixtures and fans; replace any burnt out or missing bulbs

Refrigerator:

1. ___ Remove all food, ice trays, etc to completely empty the refrigerator and freezer
2. ___ Wash inside of refrigerator with warm soapy water (dish soap, or baking soda/water mixture)
3. ___ Be sure to clean rubber door gasket.
4. ___ Take out vegetable drawers and wash in warm water, dry and replace, clean underneath drawers
5. ___ Wash and dry outside of refrigerator.
6. ___ Move refrigerator out from wall and clean underneath. DO NOT TURN OFF/ OR UNPLUG!
7. ___ Freezer must be defrosted and cleaned – to prevent damage **DO NOT** use sharp tools to pry ice off.
8. ___ Ensure light bulb(s) are working, otherwise replace with appropriate size appliance bulb(s)

Stove:

1. ___ Remove racks and broiler pan, soak in hot water to clean, dry well.
2. ___ Clean inside of oven removing residue, top of stove, under elements, pan drawer, and exhaust fan hood.
3. ___ **Element/Pan style cooktops** – remove (lift and pull out) elements and trays, soak and clean all residue from trays, clean element with wet rag only (do not submerge in water), clean oven below where pan was sitting, then replace all. Replace burner trays if unable to fully clean.
4. ___ **Glass /Smooth CookTop ranges** – remove all food residue with wet rags, sponges, do not use anything abrasive or that would scratch. Then use a “Glass Cooktop Cleaner” specifically made for this purpose, use the cleaner to buff the top to remove all residue and bring glass to a shine
5. ___ Wash and dry outside of stove.
6. ___ Ensure light bulb(s) are working, otherwise replace with appropriate size appliance bulb(s)

Cabinets and Drawers:

1. ___ Wash cupboards inside and out. Remove any shelf paper & ALL belongings/trash
2. ___ Wipe out drawers with damp rag, and/or vacuum out debris
3. ___ Clean sink, including traps, and disposal rubber – ensure garbage disposal is empty
4. ___ Wash and dry to clean all counter tops.

Bathroom(s) Specifics:

1. ___ Wash down bathtub(s) and all enclosure tile, plastic, glass and any metal tracks/framing removing all residue and grime.
2. ___ Clean sink(s) and fixture(s), dry faucet to shine
3. ___ Wipe down TP holder and towel bars
4. ___ Clean cabinet inside and out, including wiping down inside of drawers
5. ___ Clean inside and outside of toilet.
6. ___ Clean the inside and outside of medicine cabinet
7. ___ Wash and dry to polish mirror (leaving no residue/streaks)
8. ___ Scrub floor with disinfecting cleaner, baseboards and behind toilet.
9. ___ Dust or vacuum ceiling exhaust fan (if present)

Exterior Specifics:

1. ___ Remove all tenant furniture, decorations, etc. from porches and yard
2. ___ Clean all exterior light globes of bugs/dust/cob webs, ensure all bulbs are working
3. ___ Collect any trash in yard, around house and outbuildings, cigarette ash bins, etc.
4. ___ Haul away or place at curb all garbage for pickup, place any empty cans neatly together in designated trash location, do not put any trash cans or recycling receptacles inside house. **All TRASH AT CURB MUST BE IN CONTAINERS OR SEALED BAGS, NO LOOSE TRASH!** THE GARBAGE COLLECTOR WILL NOT TAKE LOOSE ITEMS PLUS FOOD IN GARBAGE BAGS ALONE IS OFTEN TORN INTO BY ANIMALS AND THEN BLOWN ACROSS THE YARD, YOU WILL BE CHARGED FOR CLEANUP OF GARBAGE OR HAUL-OFF OF ITEMS THE GARBAGE COLLECTOR LEAVES/REFUSES!

Updated Forwarding Addresses:

Rental Property Address: _____

Mail Forwarding - Please go on the post office's website www.usps.com or visit the post office and FILL OUT A MOVING/MAIL FORWARDING FORM for EACH TENANT! That ensures your mail is forwarded to your next address. The below form is just so the Lessor has your new address.

Please provide your new forwarding address below so that we can contact you should we need to for any reason:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

****Please leave this form inside one of the Key Envelopes upon completion**