

**MEMO****To:** Tenants**From:** Cycle Real Estate, Inc.**RE: Vacating- Move-out \Cleaning Guidelines Instructions**

Here are your vacating instructions along with the cleaning guidelines. Please take a moment to read them over to avoid any misunderstandings and ensure a smooth vacating process for all.

**ALL RENTAL KEYS GIVEN TO YOU UPON MOVE IN, MUST BE RETURNED TO CYCLE REAL ESTATE INC.'S OFFICE BY 9:00 a.m. ON THE FIRST BUSINESS DAY OF THE NEW MONTH.**

**Bring in your keys no later than 9:00 a.m. on the 1<sup>st</sup> business day of the month. Should the keys not be returned as requested, the tenant will be responsible for the next month's rent as you are still in possession of the unit after the rental period has expired. (As per the Landlord Tenant Act)**

*IMPORTANT REMINDER/NOTICE: If trash is included in your monthly rent payment, your agreement calls for 35 Gallons of trash maxim per week. Please remove all trash created by moving from the premises. Any extra trash left at the dumpster, curbside or in your unit, will incur fees including but not limited to clean up the area, haul it to the dump and truck mileage charges.*

You will need to contact any utility companies in your name and let them know you are re-locating so you can receive your final billings. Upon payment of the final bills (for water, sewer and trash only) we will need a copy of the receipt/s to process your move-out report. The following is a list of utility companies and their phone numbers for your convenience:

Puget Sound Energy (electric & gas)	1-800-321-4123
City of Olympia	753-8340
City of Lacey	491-5616
Pacific Disposal	923-0111
Century Link	1-800-244-1111
Comcast	1-877-824-2288

After the keys are returned to Cycle Real Estate, Inc. an inspection of the premises will be done by an agent. Within 21 days of the keys being returned, a move-out report and (if applicable) a security deposit refund check will be mailed to your last known address.

Approximately 20 days prior to your move-out date we will post "For Rent" signs on the property and begin advertising it for rent. We will be contacting you, should the need arise to make arrangements to show the unit. Please DO NOT allow anyone to view your unit without a representative from Cycle Real Estate, Inc. present.

In closing, should you have any questions or concerns, please do not hesitate to contact us at 360-753-0916. Thank you for your cooperation in following the above outlined procedures.

Address \_\_\_\_\_

# Cycle Real Estate, Inc.

Brokerage \* Leasing \* Property Management

## VACATING CLEANING UNIT INSTRUCTIONS

PROPERTY CODE: \_\_\_\_\_

DATE COMPLETED: \_\_\_\_\_

### KITCHEN:

- Clean Cabinets, Drawers and Hardware: remove loose shelf paper; vacuum insides of drawers and shelves; wash inside and out.
- Clean Light Fixture Covers: replace burned out bulbs.
- Clean Refrigerator: Defrost freezer (allow 10-12 hours); remove and clean all racks, shelves, and drawers. thoroughly clean inside and outside of refrigerator. LEAVE REFRIGERATOR RUNNING.
- Clean Stove: remove and clean drip pans and oven racks; clean area below drip pans and inside of oven; clean stove top and sides;
- Clean Exhaust Fan and Hood: polish all chrome; clean or replace the exhaust fan screen and filters.
- Clean Sink and Counter Tops: polish all chrome, clean sink strainers;
- Clean Windows & Tracks: clean windows inside and out; clean or replace screens if necessary.
- Clean Dishwasher: Sides of Door, filters, rollers, baskets.
- Clean Floor: Sweep and mop.
- Clean Doors & Knobs: Wood Trim Around doors

### BATHROOMS:

- Clean Toilet and Base:
- Clean Tub and Tile/Enclosure: remove all dirt, soap sludge and mildew; remove shower curtain.
- Clean Cabinets & Drawers: remove loose shelf paper, vacuum insides of drawers and shelves; wash inside and out. This includes medicine cabinet.
- Clean Light Fixture Covers: replace burned out bulbs.
- Clean Sink, Counter top and Floor: Wipe down, remove stains Sweep and mop.
- Polish all chrome accessories: towel bar, tub soap dish, plumbing fixtures, etc.
- Clean Windows, Tracks, and Sills: Interior and Exterior (where accessible); remove all mildew.
- Clean Bathroom Fan: Remove cover and clean.

### ALL ROOMS:

- Clean Walls/Ceilings: Remove all nails or small screws carefully; clean marks and soiled areas with mild solution of all purpose cleaner and warm water; remove cobwebs; **NO NOT** patch nail holes.
- Clean Windows, Tracks, and Sills: Interior and Exterior (where accessible); remove all mildew.
- Fireplace: Remove all ashes.
- Clean floors and baseboards: Wash, hand scrub, and dry – DO NOT WAX.
- Clean closets: Clean shelves, Doors and knobs, floor; remove all hangers.
- Clean misc: Clean switch covers, light fixtures, drapery rods, baseboard heat covers.
- Clean and Sweep Balcony / Patio: This includes the storage area.
- Clean Garage: Remove oil stains, shelves, etc.
- Clean Wood Trim: Around doors and windows
- Grounds: Mow lawn, remove weeds from flower beds and trim bushes.
- HAUL ALL TRASH AWAY FROM PORPERTY**; This includes unwanted furniture.

**Thank you for your cooperation in cleaning up, it is greatly appreciated.**