



MOVE-OUT GUIDELINES & CHECKLIST

We work hard to keep our rental properties in good condition and appreciate your help. We also want to return your security deposit to you in full. To do that, we will need your cooperation in completing the following cleaning checklist and following these guidelines. If all items are completed as indicated to our satisfaction, your security deposit will be returned to you within 30 days. If cleaning is not satisfactory, we will need to hire someone to clean and \$35/hour for their services will be deducted from your security deposit.

- Your security deposit does not apply to your last month's rent! We can/will file a judgment with the courts if you use the deposit for your last month's rent!
- You are to be moved out of the home by 4 PM on the last day of your lease. Any/all trash, debris, and personal possessions are to be removed from the premises. You will not be permitted to go back on site for trash day. If there is trash on-site when we complete our walk-through, you will be charged for it. Please make arrangements to have bulk pick up & trash thrown away prior to returning your keys to avoid any charges for trash out/removal of debris.
- Leave all nails in the walls. We will not charge you for filling nail holes unless there is an unusual quantity (more than 5 per wall). Screw holes, bracket holes, stickers/decals, tape/glue left in the wall will require patch/paint of \$45/per wall minimum.
- Leave all unit, mailbox, basement, and garage keys, as well as any garage door openers in an envelope along with your forwarding address – **ALL KEYS MUST BE DROPPED OFF IN PERSON TO OUR BEDFORD HEIGHTS OFFICE ADDRESS (below) DURING BUSINESS HOURS. No exceptions.**
- Contact Illuminating Company/Cleveland Public Power (whichever is servicing you) & Dominion East Ohio to take final meter readings prior to the end of the lease term unless electricity/gas is included in your rent. Utilities must be kept in your name until the end of the lease. Our office will call to transfer utilities on the same day that we receive your keys in the office. ***If any freeze damage or damages occur due to having services terminated prior to returning your keys, the resident will be charged/held accountable for these damages.***
- Furnish the Post Office with your forwarding address online at usps.com.
- Arrange for your phone service, security system, cable/internet to be disconnected **PRIOR** to moveout.
- All carpets must be professionally cleaned. Cleaning is to be done at your expense. We can arrange this cleaning for you after move out at \$50/an area & up (stains/damages are additional cost). You may arrange for your own professional cleaning, but must provide a bona fide receipt from a licensed & registered company and work must be completed satisfactorily. A charge of at least \$50 per area (hallways, closets, landings & steps are included as well) will apply if you do not supply the receipt prior to or AT key drop off in our office.

OFFICE ADDRESS – Keys to be turned in, with forwarding address on or before the **LAST DAY** of your lease (or if the last day of your lease is Saturday/Sunday, the 1st business day following) by 4PM. Keys will not be accepted outside of office hours. **Please chat upon arrival to be let in and to fill out a returned key form.**

5386 Majestic Parkway #9

Bedford Hts, OH 44146

CHAT OR EMAIL - Monday through Friday 9AM to 4PM

Chat Feature: www.rentcle.com or Email: customerservice@rentcle.com

You are responsible to return ALL keys for your rental property to our Bedford Heights office during business hours (listed above) on or before your lease end date. If the lease end date falls on a Saturday or Sunday - you will be given a grace period to the next business day before 4PM to return your keys. If we receive them after this allotted time frame, the deposit will be forfeited and applied toward that month's rent. No exceptions.

MOVE-OUT CLEANING CHECKLIST

Entryway

- High dust, remove cobwebs
- Clean door, knobs & frame
- Clean light fixture, switch & outlet plates
- Vacuum floor

Living Room/Dining Room

- High dust, remove cobwebs
- Clean in/out of windows, tracks & blinds
- Clean light fixtures, switches & outlet plates
- Wash baseboards
- Vacuum/sweep the floor

Kitchen

- High dust, remove cobwebs
- Clean light fixtures, switches & outlet plates
- Clean in/out windows, tracks & blinds
- Clean range/oven, in and out
- Clean hood vent/filter screen
- Clean refrigerator, in/out/top/behind
- Clean counter tops, sink & faucet
- Clean dishwasher, in and out
- Wipe cabinets, in/out/top
- Sweep & mop floor

Utility Closet/Storage

- High dust, remove cobwebs
- Clean light fixture, switch & outlet plates
- Clean washer & dryer, in/out/top/behind
- Vacuum or mop floor

Bathroom

- High dust, remove cobwebs
- Clean door, knobs & frame
- Clean light fixture, switch & outlet plates
- Clean vanity, mirror & counter tops
- Clean shelves & drawers
- Clean towel rack & toilet paper holder
- Clean & sanitize toilet
- Clean shower/tub & drain
- Clean ceiling fan
- Wash baseboards
- Clean in/out windows, tracks & blinds
- Clean heater vent
- Sweep & mop floor

Bedrooms

- High dust, remove cobwebs
- Clean light fixtures, switches & outlet plates
- Clean in/out windows, tracks & blinds
- Clean doors, knobs & frames
- Wash baseboards
- Clean heater vents
- Vacuum floor

Balcony/Porch

- High dust, remove cobwebs
- Clean light fixture
- Sweep floor

You are also responsible to do the following:

- Replace burnt light bulbs
- Replace smoke detector battery
- Turn in all keys for the property in your possession including any remotes/openers.

Completing the above list will enable you to receive the maximum amount of your deposit back. Security deposits will be returned within 30 days of move-out date from the management company **IF** we are provided with a forwarding address.

Tenant Initial/Date _____

Re/Max Haven Initial/Date _____