



# LINDYLANE PROPERTIES LLC

**Phone: 330-244-8501**

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## MOVE OUT INSTRUCTIONS

Dear Resident,

As a courtesy to you and to insure the quick disposition and refund of your security deposit, please use the following checklist as a guideline at the time of your move-out. Should your moving plans change, please notify us immediately.

### KITCHEN

- Stove drip pans and trimmings clean. Oven interior and racks clean.
- Wipe out, no food left. Temperature control at low setting but NOT TURNED OFF. Refrigerator defrosted, if not self-defrosting.
- Cabinets emptied and cleaned inside and out.
- Countertops and sinks cleaned
- Clean flooring under stove and refrigerator.

### BATHROOM

- Toilet, sink and bathtub scrubbed and clean.
- Medicine chest and mirror clean.

### GENERAL AREAS

- All light fixtures and fans clean and working bulbs in all fixtures.
- All tile floors cleaned and mopped.
- Carpeted floors vacuumed. Stains or excessively dirty carpet will be charged damages.
- All baseboards dust and dirt free.
- All nails removed from walls.
- All trash removed from residence, patio and yard.

### GARAGE, BASEMENT AND LAUNDRY ROOM

- Clean out garage and basement and sweep all floors.
- Washer and dryer cleaned out, lint emptied and wiped down. (only if supplied)

### REMEMBER

Notification must be made that you have vacated, and that keys are left on the countertop, by the end of month. Prorated rent will be charged for any extra days into the following month. Keys not left will result in a charge for lock replacement.

A 30 day written notice is required in order to be eligible for any security deposit refund. Residents are responsible for all incurred utility bills up to date of vacating, where applicable. THANKS, in advance, for your cooperation.