

Move Out Instructions

Submit your Notice to Vacate.

Below are the move out instructions which you should follow as you prepare to move, as well as a list of estimated charges for which you could be charged, per your Lease and the State Landlord Tenant Laws, should the conditions of the apartment exceed normal wear and tear. If you have any questions or concerns, please feel free to contact us at (203) 888-9342.

MOVE OUT INSTRUCTIONS AND REQUIREMENTS:

If you fail to turn in your keys by the said date of move out, you will be considered a holdover tenant. You will be charged rent per day until your keys are turned into our office.

After you have completely moved out and completed all cleaning, you must turn in ALL keys and garage opener remotes to the office at 39 New Haven Road, Seymour, CT 06483 and supply us with your forwarding address during our normal business hours. If your move out date falls on a Saturday, Sunday or Holiday, you must turn in keys to our office the next business day unless other arrangements have been made. **You will be charged rent per day until the day we receive all keys to the property you are vacating OR 30 days after we receive your notice to vacate OR until your lease ends, whichever is later.** If you are on Auto Draft, you must provide written notice to terminate the draft agreement.

The following list of cleaning requirements should be completed before turning in your keys. This will ensure the best possible return of your Security Deposit. **All Security Deposits will be processed and you will receive an Itemized Security Deposit Statement within thirty (30) days of move out and key return.** Any balance due, i.e. additional rent for late payments, returned checks, legal and administrative fees, repairs, will be deducted from your Security Deposit and the overages will be billed to you. Attached for your information is a list of estimated charges for cleaning and damages. This list is not all-inclusive and prices may change without notice. For replacements and items not listed, charge will be actual cost.

KITCHEN:

1. Remove all items and food from cabinets.
2. Clean refrigerator, freezer, shelves, crisper and foot guard.
3. Clean all cupboards, drawers, sinks, and fixtures.
4. Clean stovetop, under burners, oven, drawer, and range hood.
5. Clean or replace drip pans.
6. Clean microwave.
7. Sweep & mop floors and clean countertops.

BEDROOMS, LIVING ROOM, FAMILY ROOM/DEN, AND DINING ROOM:

1. Vacuum and professionally shampoo and sanitize all carpets. A receipt for the professional cleaning and sanitizing must be provided to our office when returning keys.
2. Clean baseboards, window sills, switch plate covers, ceiling fans, and light fixtures.
3. Clean all finger prints and other marks off the walls and doors (front and back).
4. Replace any burned out light bulbs.

5. Replace batteries in all smoke and carbon monoxide detectors.
6. Remove all furnished drapes, blinds, and window treatments.
7. Empty closets of all hangers, etc.

BATHROOMS:

1. Clean toilet bowls and tanks.
2. Clean sinks, tubs, tub enclosures and showers.
3. Wipe out medicine cabinets, under sink cabinets, and all drawers.
4. Sweep & mop floors.

GARAGES AND ATTICS:

1. Remove all personal property and trash.
2. Take trash can to street to be picked up on next pick-up day.
3. Turn in all garage door opener remotes, mailbox & apartment keys to our office.

Please utilize the following prices as a guide for any possible charges. Prices are subject to change without notice. All prices may vary based on appliance brand, availability of supplies and degree of cleaning required.

KITCHEN:

Clean Stove/Oven	\$35
Excessive Food/Grease	\$45
Replace Drip Pans (each)	\$10 (each)
Clean Cabinets/Drawers	\$40
Clean Microwave	\$15
Excessive Food/Grease	\$35
Clean Dishwasher	\$20
Clean Range Hood	\$35
Excessive Food/Grease	\$45
Sweep/Mop Floor	\$25
Clean Refrigerator/Freezer	\$70
Clean Sink Area	\$20

CARPET:

Vacuum Floors (each)	\$25
Shampoo & Sanitize Carpets	Actual Cost
Replace Carpet	Actual Cost

COUNTER TOPS:

Repair/Replace	Actual Cost
Repair Burns	Actual Cost

WINDOWS:

Clean Windows (each)	\$15
Glass Replacement	Actual Cost

WALLS/TRIM-PAINT/REPAIR PER ROOM:

Dust/Clean Baseboards	\$25
Paint Walls Only	\$200 - \$400 depending on room size

Paint Baseboards Only	\$75
Paint All Door Molding	\$75
Prime for Color Change	\$150 - \$400 depending on room size
Decals/Stickers (each)	\$10 (each)
Wallpaper/Border Removal	Actual Cost
Wash Walls	\$75

CEILING/LIGHT FIXTURES:

Clean Light Fixtures	\$10
Replace Light Fixtures	Actual Cost
Clean Ceiling Fans	\$25
Replace/Repair Ceiling Fans	Actual Cost
Replace Globe Covers	\$25 and up

ELECTRICAL:

Replace Cover	\$10
Repair Outlet/Switch	\$65
Replace Light Bulbs (each)	\$5 and up
Replace Florescent Bulbs	\$20
Replace Smoke Detector	\$50
Replace Co2 Detector	\$65
Replace Batteries	\$15

BATHROOM:

Replace Toilet Paper Holder	\$30
Clean Medicine Cabinet	\$10
Clean Exhaust Vent	\$10
Replace Toilet Seat	\$30
Clean Toilet	\$20
Clean Bathroom Floor	\$20
Clean Tub Enclosure	\$25
Excessive Soap Scum/Mildew	\$45
Clean Bathroom Cabinets/Drawers	\$25
Clean Bathroom Sink Area	\$20

MISCELLANEOUS:

Replace Door Knobs	\$40
Replace Door Stops	\$10
Replace Door	Actual Cost
Debris Remove (per load)	\$100 and up
Full apartment cleaning	\$450 and up