



## ***MOVE-OUT INSTRUCTIONS***

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### ***CLEANING***

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- Without exception, you are required to return the apartment in clean & empty condition. ***Cleaning issues are NOT considered ordinary wear & tear under Iowa law, under any circumstances whatsoever.***
- Regardless of effort, if the apartment is not cleaned to Landlord's satisfaction, has trash or abandoned items, appropriate charges will be deducted from your Security Deposit. If it is necessary for Landlord to clean the apartment, our labor costs will be much more than if the apartment was properly cleaned in the first place.
- As required by your lease, you will be responsible for the cost of a ***mandatory carpet shampoo***, which will be performed after you move out, by a carpet cleaner of Landlord's choosing.
- ***A CLEANING CHECKLIST IS PROVIDED ON THE OTHER SIDE OF THESE INSTRUCTIONS →***

### ***RETURNING KEYS, PARKING PERMITS AND/OR GARAGE REMOTE***

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- Return ***ALL*** keys, issued parking permits, and/or garage remote, by ***NOON*** of the last day of your lease, to the rental office at:  
***913 22<sup>nd</sup> AVENUE, CORALVILLE, IOWA 52241***
- When the rental office is closed, we suggest you seal the keys in an envelope, with your name, the old apartment address, and your new forwarding address written on the outside, and place the envelope in the rental office Dropbox. ***If we are unable to identify your keys you may be responsible for the cost of a lock change.***
- ***If you fail to return your keys you will be considered a "HOLDOVER" and in violation of your lease! "HOLDOVER" Tenants can be responsible for a \$40.00 per hour fine, a lock change fee, the cost of alternate lodging for displacing the new Tenant, legal fees as allowed by law, and any additional expenses incurred if you fail to move out on time!***

### ***MOVE-OUT INSPECTION***

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- Our Maintenance Dept. will inspect the apartment after the keys are returned to the rental office. They will compare any damage in the apartment with damage listed on the Move-In Inventory & Condition Form that you completed & returned to the rental office when you first moved in. If you failed to return this form you will be responsible for any damages. They will also determine at this time if the apartment was satisfactorily cleaned.
- If you wish to be present during the inspection you must call the Landlord's rental office at ***(319) 354-4488*** to request to schedule an appointment ***at least*** two weeks prior to your move-out date.
- ***The Maintenance Dept. may not be able to perform a move-out inspection due to scheduling, and they WILL NOT inspect the apartment if you are not completely moved out OR not ready to turn in your keys.***

### ***UTILITY BILLS***

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- Call your utility providers ***at least 2-4 weeks*** before your lease is over to make arrangements to take your utilities out of your name on, ***not before***, the last day of your lease. ***Utility bills taken out of your name before the last day of your lease will be deducted from your Security Deposit and may result in an additional surcharge as allowed by your lease.***
- ***UTILITIES CAN NEVER BE DISCONNECTED, ONLY TRANSFERRED INTO LANDLORD'S NAME!***

### ***SECURITY DEPOSIT REFUND***

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- You must submit your new address to the Landlord's rental office, ***in writing***, so we are able to mail your security deposit refund and/or statement of charges within 30 days after your lease expires, in accordance with Iowa Law. Disputes over move-out charges deducted from the security deposit should be submitted in writing for review and reconsideration.
- Tenants and their Occupants must contact the U.S. Postal Service to forward their mail ***before*** vacating the apartment. ***It is not the Landlord's responsibility to forward your mail.*** To complete a change of address form online, please visit: [www.usps.com/umove](http://www.usps.com/umove)

# CLEANING CHECKLIST

**IF APARTMENT IS NOT CLEANED TO LANDLORD'S MINIMUM STANDARDS  
TENANT MAY STILL BE CHARGED FOR ANY NECESSARY CLEANING!**

## ALL ROOMS:

- CLEAN OUT ALL CLOSETS & WIPE DOWN SHELVES
- REMOVE COBWEBS
- WIPE DOWN BASEBOARDS, DOORS & DOOR FRAMES
- CLEAN HANDPRINTS & OTHER MARKS FROM WALLS
- CLEAN ALL FLOOR / WALL / CEILING VENT COVERS
- CLEAN LIGHT SWITCH & ELECTRICAL OUTLET COVERS
- CLEAN LIGHT FIXTURES
  - \* EXCEPTION: DO NOT REMOVE KITCHEN CEILING LIGHT COVER AT GREEN MEADOW
- CLEAN CEILING FANS & FAN BLADES
- CLEAN WINDOWS, WINDOW SILLS & TRACKS
  - \* MOST WINDOWS LIFT OR TILT OUT FOR EASIER CLEANING
- CLEAN DRAPERIES AND/OR WINDOW BLINDS
- REPLACE ANY BURNED-OUT LIGHT BULBS
- REPLACE DEAD SMOKE DETECTOR BATTERIES
- REMOVE ALL PAPER TOWEL HOLDERS, ADHESIVE HOOKS, CEILING HOOKS, MOUNTED MIRRORS, ETC
- VACUUM CARPET & EDGES BY BASEBOARDS
  - \* DO NOT SHAMPOO CARPETING. LANDLORD WILL ARRANGE TO SHAMPOO CARPET AFTER YOU VACATE.

## KITCHEN:

- CLEAN STOVETOP, CONTROL PANEL & DIALS
  - \* SCOTCH-BRITE COOKTOP CLEANER RECOMMENDED FOR HEAVILY SOILED GLASS-TOP COOKING SURFACES
- CLEAN OVEN: WALLS, RACKS & BROILER PAN
  - \* IF EQUIPPED: DO NOT USE SELF CLEANING FUNCTION WITH SPRAY-ON OVEN CLEANER
  - \* WHEN USING SPRAY-ON OVEN CLEANER CAREFULLY FOLLOWING DIRECTIONS ON CAN AND CLEAN ANY REMAINING CLEANING RESIDUE TO PREVENT CORROSION
- CLEAN INSIDE & OUTSIDE SURFACES OF MICROWAVE AND UNDERSIDE FILTER
- DEFROST REFRIGERATOR & REMOVE WATER
  - \* DO NOT UNPLUG REFRIGERATOR WHICH CAN DAMAGE COMPRESSOR, AND WORSEN FOOD ODOR
- CLEAN INSIDE REFRIGERATOR & FREEZER
  - \* REMOVE ALL RACKS, SHELVES AND DRAWERS, AND THOROUGHLY CLEAN ALL SURFACES
- CLEAN INSIDE & WIPE DOWN FRONT OF DISHWASHER

- WIPE DOWN ALL WOODWORK IN KITCHEN
- CLEAN PANTRY & WIPE DOWN SHELVES
- CLEAN CABINET DOORS & SHELVES
- CLEAN & WIPE OUT ALL DRAWERS
- CLEAN SINK & FAUCET FIXTURES
- WIPE DOWN ALL COUNTER TOPS
  - \* USE A CLEAN RAG OR PAPER TOWEL AS OPPOSED TO A SPONGE TO AVOID STICKY COUNTERTOPS AFTER YOU MOVE-OUT THAT WILL REQUIRE ADDITIONAL CLEANING AT YOUR EXPENSE
- MOP / SCRUB VINYL FLOOR
  - \* DO NOT OVERUSE CLEANING SOLUTION AND USE CLEAN MOP WATER TO AVOID LEAVING THE FLOOR STICKY

## BATHROOM(S):

- CLEAN BATHTUB, SHOWER WALLS & FIXTURES
- THOROUGHLY CLEAN TOILET INSIDE & OUT!
- CLEAN CABINET DOORS & SHELVES
- CLEAN & WIPE OUT ALL DRAWERS
- CLEAN MIRROR & MEDICINE CABINET
- CLEAN SOAP DISHES & WIPE DOWN TOWEL BARS
- CLEAN SINK & FAUCET FIXTURES
- WIPE DOWN ALL COUNTER TOPS
  - \* USE A CLEAN RAG OR PAPER TOWEL AS OPPOSED TO A SPONGE TO AVOID STICKY COUNTERTOPS AFTER YOU MOVE-OUT THAT WILL REQUIRE ADDITIONAL CLEANING AT YOUR EXPENSE
- MOP / SCRUB VINYL FLOOR
  - \* DO NOT OVERUSE CLEANING SOLUTION AND USE CLEAN MOP WATER TO AVOID LEAVING THE FLOOR STICKY

## MISCELLANEOUS (IF APPLICABLE):

- REPORT KNOWN MAINTENANCE ISSUES IN NEED OF REPAIR TO LANDLORD **BEFORE MOVING OUT**
- REMOVE PROPERTY FROM DECK OR PATIO & SWEEP
- REMOVE PADLOCK AND CLEAN OUT STORAGE UNITS
- EMPTY & SWEEP OUT GARAGE
- REPLACE ANY BURNED-OUT LIGHT BULBS IN GARAGE AND/OR GARAGE REMOTE / KEYPAD BATTERIES
- AFTER EVERYTHING IS MOVED OUT AND CLEAN, WALK THROUGH APARTMENT ONE LAST TIME TO ENSURE NO AREAS ARE MISSED AND NO PROPERTY IS LEFT BEHIND IN CABINETS, DRAWERS, CLOSETS, ETC.