

## **VALLEY INVESTMENT PROPERTIES MOVE-OUT PROCEDURES**

Keys which were issued and not returned will result in a charge from the deposit. If no keys are returned there will be a MINIMUM charge of \$50.00 for installation of new locks. Rent will be owed for each day that the keys are not returned, as we do not have legal possession of the property until keys are returned. Keys MUST be returned to our office with a forwarding address immediately upon vacating. Lack of a forwarding address may delay receipt of your security deposit refund due to forwarding difficulties within the postal system. **DO NOT LEAVE KEYS INSIDE THE UNIT!** If you are out of your unit prior to the scheduled date, return of the keys could result in the unit being re-rented sooner, enabling us to return a portion of the rent you paid for those days.

### **CLEANING REQUIREMENTS**

**FLOORS:** All vinyl floors should be mopped with soap and water and rinsed clean, stripped and waxed if necessary. Hardwood floors should be stripped of wax, cleaned (Murphy Oil Soap is good), and re-waxed. Carpets are to be vacuumed thoroughly and cleaned. Do not use self-cleaning steam machines or home shampoo units; all carpets must be professionally cleaned, as stipulated in your original rental agreement. We will be glad to recommend a company if asked. **COPIES OF ALL RECEIPTS FOR PROFESSIONAL SERVICES MUST BE TURNED IN WITH YOUR KEYS SO THAT YOUR ARE CREDITED.**

**WINDOWS:** Must be cleaned inside and out and tracks must be free of dirt, mold, etc. If provided, screens should be reinstalled after cleaning.

**WOODWORK AND DOORS:** All doors should be cleaned inside and out. Sliding door tracks and metal frames should be free of debris, mold, etc. Mirrored doors should be polished. Baseboards, wood walls and cabinets should have exteriors cleaned with soap and water and rinsed. Shelf liners should be removed and those areas washed inside and out.

**DRAPES/BLINDS:** Must be professionally dry-cleaned to prevent shrinkage. Receipt should be turned in with keys. Call us if you'd like a recommendation.

**WALLS:** Finger marks, etc., should be scrubbed carefully. Please do not fill nail holes—filling may make it necessary to repaint.

**FIREPLACES:** Chimneys must be thoroughly cleaned and all ashes cleaned/removed.

**SINKS AND TOILETS:** Clean thoroughly inside and out and rinse clean. Scale build-up can be removed with a pumice stone.

**TUBS/SHOWERS:** Must be free of mildew and soap scum. Please use cleaning products that are safe for all surfaces. Doors and tracks must be cleaned as well.

**STOVES/OVENS:** Oven should be sprayed with oven cleaner **UNLESS IT IS SELF-CLEANING – DO NOT USE CLEANER ON SELF-CLEANING OVENS!** After cleaning, surfaces should be rinsed thoroughly. Racks and broiler pans may be cleaned with oven cleaner. **Replace drip pans.** All exterior surfaces must be cleaned, including rings around burners. If removable, oven cleaner may be used. If stationary, use SOS pads. **DO NOT GET OVEN CLEANER ON THE BURNER ELEMENTS OR WIRING.** Be sure to clean area under the burner pans.

**REFRIGERATORS:** Completely defrost by letting ice melt. Do not use sharp instruments to remove ice. Mildew can be removed with a mild bleach solution. Leave ice trays in the freezer when cleaning is completed. Unplug refrigerator, and leave doors open for ventilation. Failure to do so may result in electric charges billed to your security deposit refund.

**LIGHT FIXTURES:** Remove all covers and wash in soapy water. Replace all burned out bulbs, replace clean covers.

**YARDS:** Must be mowed, shrubs trimmed, flowerbeds weeded, debris hauled, leaves raked. Do not attempt high area pruning on trees and bushes.

**GARAGE/DRIVEWAY:** Swept and free of cobwebs and free of motor oil. **EXTERIOR OF HOUSE:** Free of cobwebs, mud. Exterior lights should be in working order.

**FOR YOUR CONVENIENCE:** If necessary, we can arrange for a one-time discard of useable items (unwanted furniture, clothing, toys, unopened food, left-over cleaning items, etc.) to a non-profit organization of our choice. If you wish to utilize this service, you must assemble items in one central location inside the unit, clearly marked for charity. There will be a hauling charge for trash or unusable items that the organization refuses to accept.

**IF YOU HAVE ANY QUESTIONS ABOUT ANY OF THE ABOVE ITEMS, FEEL FREE TO CONTACT OUR OFFICE. WE WILL ALSO RECOMMEND PROFESSIONAL CLEANING PERSONNEL OR COMPANIES FOR ANY PORTION OF THE CLEANING THAT YOU MAY NOT WANT TO DO YOURSELF. WE HAVE FIRMS AND INDIVIDUALS THAT MEET OUR STANDARDS FOR CLEANING AND WE RECOMMEND YOU USE THEM. THESE FIRMS AND INDIVIDUALS WILL GIVE YOU THE COMMERCIAL RATE IF YOU TELL THEM YOU ARE A VIP TENANT. BE AWARE THAT IF YOU CHOOSE TO USE OTHER FIRMS, WE DO REQUIRE A COPY OF THE RECEIPT WHEN VACATING. IF WE DO NOT RECEIVE RECEIPTS AND/OR THE PROPERTY IS NOT CLEANED TO VIP STANDARDS, YOU WILL BE RESPONSIBLE FOR FURTHER CLEANING EXPENSE.**