

Midway Property Management Move Out Information

Tenant(s) must be moved out by noon on the last day on their lease unless prior arrangements have been made with the office. Also, remember that you are responsible for your Avista bill until the last day of your lease. After all is cleaned please complete the attached forwarding address form and bring it to the office along with your apartment key(s) and mailbox key. Lock the door behind you when leaving.

Please go by the following guide to have the best chance to get your full deposit back, minus professional carpet cleaning needed. Remember, it is in the lease that all carpets will be professionally cleaned, so please do not waste the expense of renting a rug doctor. If you want to be present for the walk through, you must arrange this with the office at least three days in advance of moving out.

Supplies Needed:

*Comet	*Pledge	*Vacuum
*Rags	*Pumice Stick	*Rubber Gloves
*Simple Green	*Bucket	*Easy Off Oven Cleaner
*Windex	*Paper Towels	*"One Time" Spackle

Kitchen Cleaning:

*Do not clean the kitchen sink, floor, or counters until you are completely done cleaning your apartment (they will just get dirty again if you clean them first...)

Refrigerator:

1. Empty fridge and turn temperature down low but not off-this helps warm up the freezer to make for easier cleaning. If there is ice buildup in the freezer, **Do Not** use sharp objects or try to pry the ice out.
2. After you have finished defrosting, clean the interior and exterior using simple green and water; be sure to get all food stains and crumbs out.
3. After the refrigerator is completely clean give the inside and outside a coat of pledge and shine with a soft dry cloth.
4. Then, carefully pull out the refrigerator and clean the floor and the wall behind it. **Be careful not to scratch the floor.** Please leave the fridge plugged in.

Electric Range:

Start cleaning about 48 hours in advance of check out time. Carefully follow directions on back of can of Easy Off Heavy Duty Oven Cleaner.

1. Preheat oven to 200 degrees. Once preheated, turn off and put on long rubber gloves.
2. Spread several newspapers in front of your stove.
3. Shake can and spray whole inside in the order explained on the back of the can.
4. Also, take off any removable burner pans from stove top and spray them in the oven, along with oven racks.
5. After completely sprayed, close the oven door and let sit for 20-30 minutes.
6. Wipe out the oven with a damp rag. If there is more serious cleaning requires, follow the directions on the can.
7. Clean out all crumbs and stains under the burners in the stove top.

8. Wipe down stove top and outside of oven.

Cabinets:

1. Clean all cabinets inside and out with simple green and water. Areas that have dried or spattered food will require extra scrubbing.
2. Spray the door and drawer fronts with Pledge and polish with a soft cloth.

Woodwork:

1. For baseboards, window sills, window and door trims throughout the apartment, use a bucket of hot water and Simple Green and wipe down with a rag. Use a bucket of just hot water to rinse.

Windows:

1. Spray Windex on the window, wipe clean with newspapers, or paper towels. Clean all windows on the inside, and the outside of ones that can be safely reached.
2. Tracks for the windows need to be scrubbed clean with a toothbrush and soapy water.

Linoleum/Vinyl Floors:

1. Use a bucket of hot water and Simple Green, a scrub brush and a rag to scrub the floor. In areas that will not come clean, use a little Comet and a scrub brush.
2. After you have gotten the floor clean, rinse it several times using hot water and a rag or mop. Rinse several times until your rinse water is not cloudy. Be sure to change the water often.

Sink/Counters:

1. To clean the sink, follow directions below for bathtub/sink.
2. Clean the counters (including the fronts) with Simple Green, water, and a rag. Make sure to get any dried food or stains off the counters. Spray Pledge and shine with a dry clean rag to avoid cleaner and water residue.

Bathroom:**Toilet:**

1. Using a bucket of hot water and a rag wet the exterior of the toilet and sprinkle Comet on the exterior and interior. Wipe down the outside and scrub the inside. Clean off any remaining cleaner with clean water and a clean rag.
2. Use a pumice stick for hard water rings and other stains on the inside of the toilet that do not come off with the Comet.
3. Dry off the toilet with a clean dry rag to avoid water marks.

Bathtub/Sink:

1. Clean the tub and sink out with Comet and a scrub brush.
2. Clean faucets with Comet and a toothbrush. Use the toothbrush to get dirt and stains out of crevice between the faucet and the bathtub or sink, and in the harder to reach places on the faucet itself.
3. Use a pumice stick to get out hard water stains on porcelain only.
4. Take down your shower curtains.

Living Room/Bedrooms:

1. Follow directions for windows and woodwork.

2. Pull any nails or tacks and fill the holes with "One Time" Spackle, using your finger. Wipe off the wall where you filled the hole to make sure there is not any extra spackle left on the wall.
3. Wipe down all walls with Simple Green and water, using a rag or clean mop.
4. Remove all cobwebs.

General Items:

1. Replace all burned out light bulbs; we charge \$3 per bulb to replace them.
2. Vacuum all carpets.
3. Do not leave anything in the apartment that is yours. A removal fee will be charged against your security deposit if you do so.
4. Take down all the ceiling glass light fixtures and clean them in the kitchen sink with Windex and dry with a paper towel and replace them.
5. Electric wall and baseboard heaters need to be sprayed with Windex and wiped down with a paper towel.
6. All blinds should be dusted, and carefully spot cleaned with Simple Green, water, and a clean rag to remove any oil, or other residue.

Please detach and return with apartment and mailbox keys to the office when you move out:

Tenant(s) _____

Apartment # _____

Move Out Date _____

Forwarding Address: Please include all information necessary so that we can reach you by mail. We will be sending any remaining security deposit money to this address. Include name, phone number, street address (including apartment # if there is one), state, zip code, and country if not in the United States, for each tenant.

 Name Phone #

 Address

 Name Phone #

 Address