



Please find guidelines for your move out below. There are three major areas of cost that may be deducted from your security deposit: general cleaning; carpet cleaning; and general maintenance:

1. We contract all of our carpet cleaning through Nesheim's Carpet Cleaning. If you would like further info and/or an estimate for their services please contact them directly at 303-666-8888. If you had a pet, per your lease, there will be an additional expense for the black light inspection and deodorization fees.
2. General Cleaning can vary greatly from tenant to tenant. We currently contract with Perfect Cleaning. If you wish to contract their services directly, please contact Willie (Perfect Cleaning) at 720-385-7545. If you choose to move forward with any other company and it is not cleaned to our standards, then we will have to re-clean at your cost.
3. General Maintenance expenses are those costs that are directly attributable to neglect by the tenant and are not considered "normal wear and tear". Damaged drywall, chipped paint, missing smoke detectors, missing light bulbs and other similar type items may be charged back to you.

If you will be contracting with a company directly, for any of these services, please notify your property manager at FourStar. This will help to avoid double bookings.

Below are a few additional reminders to consider when vacating the home:

1. The deadline for your move out is at **10:00am on the last day of your lease**. Please be aware that if you are not out by 10:00am on the day of move out you will be charged an additional \$200 per day as per your lease.
2. Depending on the level of cleaning you do, professional house cleaners will be cleaning the unit and the cleaning cost will be taken out of your Security Deposit.
3. Carpet cleaning will take place directly after your move out. This will be taken out of your security deposit.
4. Please bring in all mailbox keys and unit keys to our office at **730 29th st** no later than 12:00pm the day of your move out. (If after hours, please drop keys, unit keys, etc. in drop box outside of office).
5. Please email your forwarding address to your property manager. If we do not have your forwarding address we will mail you your security deposit refund to your current address.

Security deposits are returned within **60 DAYS** from the last day of your lease.

The following items are often forgotten when tenants vacate their home.

I. GENERAL CLEANING

- Brush off ALL cobwebs on ceiling, in corners, inside closets, etc.
- Clean all door and floor molding strips with a mild soap solution.
- Clean all drapery rods and mini-blinds with a wet sponge.
- Clean walls and floors in closets, wash closet shelves and molding; wash and dry clothing rods.
- Wash and clean closet doors inside and out.
- Wash and clean dirty areas on all walls in all rooms. Remove all nails; do NOT paint over holes.
- Clean all doors, exterior and interior, both sides and tops and thin sides with sponge.
- Wash all windows, inside and out. Wipe spotless.
- Wash and clean all window tracks and ledges spotless.
- Sweep off all cobwebs and dirt from porch and/ or balcony area walls and floors.
- Clean hallway stairway banister if applicable.
- Remove all globe covers of light fixtures, including porch lights and dining light fixture if applicable. Wash inside and out. Replace.
- Sweep, mop, and scrub all floors.
- Wash all baseboards, heat registers, and ALL vents including the vent covers.
- Vacuum all carpets (including closet interiors, stairs, and hallways.)

II. KITCHEN CLEANING

RANGE

- Do not apply excessive water to electric wire connections.
- Clean surface areas, top, rear, sides, handles and front. Clean inside of oven and oven racks however do not use oven cleaning compound on exterior areas, broiler pan, or drip pans.
- Replace drip pans as necessary and clean under the burners by lifting up the top of the oven (ask if you don't understand).
- Wash and clean exhaust fan filter and vent housing inside and out. There should be zero signs of grease near or around the fan or vent.

REFRIGERATOR

- Defrost. Do not use sharp object on the freezer section. Remove all water inside, remove shelves and drawers. Clean all interior parts with warm soap solution, rinse, wipe dry and replace.
- Clean all interior and exterior areas including ice trays, door shelves, door handles, behind and on top of appliance.
- Leave refrigerator plugged in and set low temperature setting. Do not leave unplugged!

OTHER

- Wash and clean exterior and interior of dishwasher which includes the door track and handle of dishwasher
- Wash and clean all cabinets and drawers, inside and out, wash and clean countertops and wood molding.
- If applicable, remove rectangular housing for ceiling light. Wash, clean and replace.
- Clean sinks and fixtures

III. BATHROOM

- Wash and clean ceramic bath tile. Use a mildew stain remover or shower cleaner to remove hard water stains and/or mildew stains.
- Clean out interior and exterior of tub and toilet thoroughly.
- Clean sink thoroughly, wipe and dry all chrome fixtures.
- Clean mirrors, light housing fixtures, interior and exterior of all cabinets, towel bars, tissue holder, etc.
- Don't forget heat registers, all woodwork, etc.
- Clean /wipe/sanitized ceiling of ALL mold that may be present

Please feel free to contact us should you have any other questions or concerns about move out.

The Property Management Team
303-440-8200.