

## Tenant Move-Out Instructions

The purpose of the refundable security deposit is that the home will be returned in the same condition that it was when it was rented, normal wear and tear excepted. Any alterations should be discussed with the property manager. The "Inspection Report" form that was signed at move-in, will be used to make this determination. Any repairs or upkeep needed to bring the property back to this standard will be charged to the deposit.

1. To expedite the return of your deposit, we will need your forwarding address and phone number. We will issue one check for any security deposit refund. This check must be made out in all tenants' names. It is the tenants' responsibility to work out the details of the distribution.
2. Keys should be returned to the office by 5:00 p.m. of the move-out date. Please call 810-294-4767 to make arrangements. Rent ***charges will continue until the keys are received and all personal property is removed from the home.***
3. The property manager or our maintenance department will inspect the property shortly after all keys are returned to the office.
4. Should you have specific questions, please call our office 810-294-4767.
5. See attached list of Guidelines for Return of Security Deposit.

### GUIDELINES FOR RETURN OF SECURITY DEPOSIT

#### CARPETS/DRAPES

1. Must be clean, no stains or odors.
2. Traverse/curtain rods must be clean and in place.

#### WALLS AND CEILINGS

1. There should be no holes in the walls. Picture hooks/hangers/nails should be removed from the walls. Do not fill in small nail holes left from hanging pictures.
2. Walls/door jams/ceilings should be free of grease, dirt, smears, etc.
3. If color of walls/ceilings has been changed from original color without permission, original color must be restored.

#### KITCHEN

1. Refrigerator must be defrosted and clean. All foodstuff should be removed and ice trays present. Refrigerator door should be left in open position for circulation of air when electricity is turned off.
2. Dishwasher must be clean.
3. Stove/oven must be clean inside and out, including hood, vent and fan compartment. Be sure burners, under burners, knobs, glass doors are left clean. Broiler pan should be present.
4. Cabinets/drawers must be clean, all foodstuffs and paper removed.
5. Sink/counter tops must be clean.
6. Floor must be clean, swept and mopped.

#### BATHROOM(S)

1. Sink/counter tops must be clean.
2. Shower and tub must be clean, including soap buildup removed. Shower door tracks and chrome on doors should be clean.

3. Toilet must be clean, including tank and base.
4. Medicine cabinet/mirror must be clean.
5. Floor must be clean, swept and mopped.

**ALL ROOM'S.**

1. Trash and personal effects should be removed from all rooms/closets/drawers/etc.
2. Windows must be clean, including sills and ledges.
3. Window screens should be present on all windows.
4. Light fixtures must be clean.
5. Mini blinds should be clean, dusted and/or vacuumed.
6. Baseboards, edges, corners and ceilings should be clean.
7. Front entry tile must be clean.
8. Hardwood/tile floors must be clean.
9. Electrical plates/light switches should be clean.

**OTHER**

1. Flower Beds must be weeded and free of debris.
2. Garage/Patio/deck must be clean, swept and free of debris.