

Move Out Checklist

We are sad to see you leave our community. However, we would like to make the transition as smooth as possible.

Here are a couple reminders:

A pre-move out inspection will occur in your home. Goldmark maintenance will enter your home, during regular business hours, to conduct a maintenance inspection. You do not need to be present for this inspection.

All utilities (*i.e. electricity, heat source, etc.*) must remain on and in your name until your lease responsibility has ended, regardless of when you actually vacate the apartment. Please provide the utility company with your forwarding address if you are vacating before the end of your lease, so future months bills get to you promptly. If you are moving out at the end of your lease term, contact the utility company to have the billing switched out of your name.

There are a few tasks you need to complete:

- Please contact Management at least 15 days before vacating to schedule your move out appointment. It is in your best interest to be present when the move out is done to be aware of the results.
- All keys and transmitters must be returned at the time of your move out appointment.
- Don't forget to check your mail one last time before you return your keys.
- Remember to complete a change of address with the post office.
- If you have set up online automatic payment through Resident Services, please make sure to cancel your payments after you have paid your last month's rent to stop future automatic payments.
- Be sure to provide a forwarding address to us so your deposit or any correspondence gets to you quickly.
- If you are moving out in a winter month, set the heat to approximately 60 degrees or at the bottom of the 'comfort zone' indicated on the thermostat.

In addition to any damages, you may be responsible for additional maintenance charges. Here are some simple things you can check yourself to avoid these charges:

- Smoke Alarms are intact and batteries are working
- Light bulbs are all working (*Fixtures, ceiling fans, vanity and appliances*)
- Do not fill in holes left by screws or nails yourself. If done improperly, this can result in additional maintenance charges for fixing and refilling the holes.
- If the following areas have been your responsibility to maintain while living in the apartment, don't forget to mow the lawn, shovel and sweep all sidewalks, steps and the driveway.
- Take or properly dispose of all of your belongings from the apartment home and garage prior to your move out appointment. Leaving property in the apartment may result in maintenance charges for hauling and disposal of items. In addition, there may be fees for improperly disposing of large items in the dumpster.

Security deposits are refunded pending a satisfactory Move Out Inspection, as well as fulfilling all of the terms and conditions of your lease agreement. Over the years we found the following tips to be quite helpful in the cleaning process as you prepare for your Move Out Inspection:

Kitchen Tips:

- Clean inside, under and above all appliances.
- Defrost freezer using hot water. Do not use a sharp instrument. Leave the refrigerator set to one (1).
- Putting Tang or vinegar into the soap dispenser and running it through two cycles will help to deodorize and clean the scale build-up in your dishwasher.
- Run cold water and turn on disposal. Put 2 cups of ice cubes and 3 tablespoons of bleach, Comet or disposal cleaner down the drain while the disposal is running. This will help sharpen the blades and freshen the disposal.
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- If you have a self cleaning oven, remove the racks and follow the manufacturer's instructions. Be sure someone is present for the duration of the cleaning.
- If drip pans and rings are not fully cleaned, they will be replaced. You may find it easier to replace them yourself if they are soiled.

Living Room & Bedroom Tips:

- Wash the air conditioner filter with warm soapy water and a soft sponge. Pat the filter dry between 2 paper towels. *(Contact Management if you are uncertain how to take the filter out)*
- Make sure to vacuum your carpet, even if we are handling the steam cleaning of the carpet. The carpet needs to be free from debris before steam cleaning can be completed. Failure to vacuum may result in cleaning charges.

Garage Tip:

- Put cat litter on any oil spills and let it sit for at least 24 hours. It will help absorb the oil from the concrete. Then sweep it up and dispose of it properly.

To help maximize your security deposit return, please ensure the following areas are cleaned thoroughly:

Kitchen:

- Floors: sweep and mop, scrub around the edges
- Heaters / Registers: vacuum the inside, wipe the outside
- Walls / Doors / Woodwork / Baseboards
- Countertops / Backsplash
- Cabinets: inside & outside (*including on top*), shelves & drawers (*including glides*), knobs
- Refrigerator: shelves, crisper drawers (*inside and under*), doors, on top, coils, under, behind, seals & handles
- Dishwasher: inside (*including drain area*), seals & hinges
- Sink: faucet/sprayer, drains, stoppers/strainers, chrome
Stove top: burners, drip pans/rings, under drip pans, knobs, hood (top & under) & filter fan
- Oven: shelves, inside, front & sides, door (*glass & hinges*), drawer including underneath
- Light Fixtures / Electrical Covers / GFI
- Ceiling Fans: blades, globes, pull chains
- Windows: tracks, blinds, wands, curtain rod, sills, screens, glass (*inside & out*)
- Pantry: shelves, floor, door

Living Room / Dining Room / Hall:

- Floors: vacuum, including the edges & baseboards
- Heaters / Registers: vacuum the inside, wipe the outside
- Walls / Doors / Woodwork / Baseboards
- Windows: tracks, blinds, wands, curtain rod, sills, screens, glass (*inside & out*)
- Light Fixtures / Electrical Covers / GFI / Cable Plates
- Ceiling Fans: blades, globes, pull chains
- AC: filter, vents, knobs, cover, grill, trim boards, cords
- Balcony / Sliding Doors: tracks, patio blinds, wands, glass (*inside & out*), exterior lights, handles, hinges, screens
- Intercom Panel / Thermostats
- Fireplace: remove debris & ashes, clean glass, close damper, vacuum

Miscellaneous

- Smoke Alarms
- Floors / Walls / Shelves / Water Heater
- Laundry Room: Appliances, Laundry Hook-ups, Vent
- Water Heater

Bathroom(s):

- Floors: sweep and mop, scrub around the edges
- Heaters / Registers: vacuum the inside, wipe the outside
- Walls / Doors / Woodwork / Baseboards
- Windows: tracks, blinds, wands, curtain rod, sills, screens, glass (*inside & out*)
- Light Fixtures / Electrical Covers / GFI / Bulbs
- Cabinets: inside & outside, shelves & drawers (*including glides*), knobs
- Countertops / Backsplash
- Sink: chrome, faucets, drain, stopper, overflow
- Mirrors / Medicine Cabinet
- Tub/Shower: surround, caulking, faucet, showerhead, drain, overflow, rod, splash guards
- Toilet: bowl, behind, seat, lid, base, bolt covers
- Towel Bars / Toiler Paper Holder
- Exhaust Fan
- Linen Closet

Bedroom(s):

- Floors: vacuum or sweep and mop, including around the edges
- Heaters / Registers: vacuum the inside, wipe the outside
- Walls / Doors / Woodwork / Baseboards
- Windows: tracks, blinds, wands, curtain rod, sills, screens, glass (*inside & out*)
- Light Fixtures / Electrical Covers / GFI / Thermostat
- AC: filter, vents, knobs, cover, grill, trim boards, cords
- Closets: doors, tracks, shelves, rod, wall

- Other Light Fixtures / Pull Chains
- All Room & Closet Doors: front & back, handles/knobs
- Garage: Floors, walls, shelves, bulbs