

## **MOVE-OUT PROCEDURES**

Once Tenants have given notice of their intent to vacate a property, they should begin the process of getting the property ready to turn back over to Armadillo Properties. To assist in this effort, we have provided a Move-out Checklist at Appendix A, as well as the specific guidance provided below. Tenants who follow the Move-out Checklist and adhere strictly to the guidance below will maximize their chances of receiving a full refund of their security deposit.

### **GENERAL CLEANING**

Tenants are responsible for ensuring the property is cleaned thoroughly just prior to move out. This includes cleaning the interior and exterior of the unit, as well as any driveway, patio, deck, porch, garage, etc. Ensure that all cleaned surfaces (especially glass, tile, and plumbing fixtures) are free of water spots, streaks, and/or soap film. The Move-Out Checklist provided at Appendix A should be used to ensure all required cleaning is done to standard. If tenants contract for professional cleaning services from other than Armadillo Properties, and the cleaning does not satisfactorily address all items on the Move-Out Checklist at Appendix A, Armadillo Properties will address shortcomings at Tenant's expense. We will not call the Tenant contracted company to go back out to complete a job they did not do correctly in the first place. Armadillo Properties does offer a guaranteed cleaning service at a very competitive rate. Tenants considering hiring an outside cleaning vendor may wish to ask for a free estimate from Armadillo Properties and compare rates prior to signing a contract

### **WINDOW TREATMENTS**

All furnished drapes, curtains, blinds, rods, etc.... must remain in the unit. Drapes and curtains must be dry cleaned at move out. A copy of the receipt for the service must be provided to Armadillo Properties with the property keys no later than the last effective day of the lease. If this is not received we will deduct the charge for the service from Tenants' security deposit.

## **CARPETS / FLOORING**

Upon move out, tenants must have all carpets cleaned by a professional carpet cleaning company. A copy of the receipt for the service must be provided to Armadillo Properties with the property keys no later than the last effective day of the lease. To meet Armadillo Properties' cleaning standard, a professional 5 Point System must be used. This process includes:

- 1) Vacuum thoroughly 80% of soil up, with edging
- 2) Pre-Spot
- 3) Scrub
- 4) Shampoo and Deodorize
- 5) Hot Water Extraction

In addition, any remaining stains and/or damage to flooring that was not clearly identified on tenants' Residential Lease Inventory and Condition Form as pre-existing at move in must be removed and/or repaired by a flooring professional prior to returning keys. Tenants may use any professional carpet cleaner; however, if the carpet does not meet Armadillo Properties' standard at final inspection, we will contract with a local flooring vendor to correct deficiencies at Tenant's expense.

Armadillo Properties does NOT honor "Landlord Guarantees" that some carpet cleaning companies offer. We will not call the Tenant contracted company to go back out to complete a job they did not do correctly in the first place.

## **GENERAL MAINTENANCE**

Ensure all light bulbs, appliance batteries, HVAC and vent hood filters are in good working order, and that they are the correct size and type for the equipment they are installed in. In fixtures with multiple bulbs, please make sure all bulbs match and are the appropriate styles for the intended purpose; i.e. vanity bulbs in vanities, candelabra bulbs in chandeliers, etc. Install a fresh water filter in refrigerator (where equipped). Ensure water softener has appropriate level of salt (where equipped). Also be sure to remove all trash, used cleaning supplies, and personal items when you leave the property. All provided trash cans, including any outside dumpster that are not for community use, should be empty and cleaned prior to turning in keys.

## UTILITIES

Per the special provisions of your lease, **you must keep all utilities servicing the unit turned on for at least 5 business days after turning in keys.** Failure to do so will result in a \$50 Disconnected Service Fee being charged to you. For example, if keys were turned in on a Wednesday and assuming no federal holidays: Thursday would be Day 1, Friday Day 2, Monday Day 3, Tuesday Day 4, and Wednesday Day 5. Utility services may be discontinued on Thursday, Day 6.