



Dear Resident,

We are sorry to see you go! It has been our pleasure serving you. The following steps need to be completed upon move out:

- Final Inspection: Tenants presence is not required.
- If you have set up REOCCURRING rental payments, **YOU** must initiate the cancellation through your online Resident Login. If you have any questions or need assistance, please contact our office.
- Please READ and reference the Cleaning Checklist. We have also attached photos to better assist you as to what we expect.
- **Carpets must be PROFESSIONALLY cleaned,** and receipt given to a member of the office staff. (Baseboards and corners are to be wiped down and vacuumed prior to carpet clean)
- All yard work must be done: Fresh cut grass, weed eating, edging, trimmed bushes, and leaves raked unless stated otherwise in you Lease Agreement. Please complete these items as close to your departure date as possible, ideally 2 days prior. Failure to do so will result in charge taken from security deposit.
- **Utilities must be kept on through the end of your lease term! Turning them off early will result in \$150 penalty.**
- **Tenants subject to prorated utility charge if the property is not vacated at the end of lease term.**
- Please store EMPTY garbage/recycling cans in appropriate place.
- Please **DO NOT** fill any holes or attempt to touch up paint. If there is any visible evidence, you will be charged the entire wall from corner to corner, and the cost will be deducted from your security deposit.
- Please ensure the washing machine connection is turned OFF. If water damage occurs and repairs need to be made, these charges will be deducted from your security deposit.
- Please turn OFF icemaker in the freezer and dump current ice (if applicable)
- Please set thermostat to the following: Summer/Spring (80 degrees), Fall/Winter (55 degrees)

Thank you for complying with all move out procedures. If you have any questions, please do not hesitate to call us.

Respectfully,

Eagles Properties, Inc.

High Level Cleaning Guide for Eagles Properties Move Out Inspection

KITCHEN

- Clean Stove Top
 - o Replace drip pans
- Clean Stove Grates
- Clean Inside Oven - leaving no residue
 - o Oven racks (soak in laundry detergent)
- Stove drawer
- Control panel on the stove
- Vent hood (including grease filter)
- Clean Refrigerator
 - o Inside and out
 - o Top and behind
 - o Seals and handles
 - o Shelves, drawers, bins
 - o Including ice bin
- Sinks and counters
- Dishwasher
- Microwave
- Clean out pantry - *leave no food*

BATHROOMS

- Clean Tub/Shower
- Remove water/soap scum
- Clean Toilet
 - o Inside/Outside
 - o Base
- Clean Mirrors
- Clean sink
- Clean countertops
- Clean all fixtures

WINDOWS (all rooms)

- Dust blinds
- Window track/sills
- Windows, inside and out

CABINETRY (all rooms)

- Wipe down all doors
- Clean Cabinets (inside/outside)
- Clean drawers (inside/outside)

WALLS (all rooms)

- Wipe down walls

LIGHTING (all rooms)

- Working light bulbs
- Wipe down globes (remove and clean)
- Wipe down ceiling fans

FLOORING (all rooms)

- Vacuum
- Sweep/mop
- Clean baseboards/trim

RUBBISH (all areas)

- Remove all trash
- Remove all furniture
- Remove all food
- Remove all yard waste

OTHER (as applicable)

- Garage- cleanout and sweep floor
- Attic- cleanout all belongings
- Deck/patio- clear and clean
- Clear Sidewalks
- Trim bushes and edge
- Empty garbage/recycling cans
- Pick up all animal waste
- Outbuildings - clear and clean
- Storage Sheds- clean out and sweep out
- Replace Furnace Filters
- Make sure Smoke/CO are operable

If you do not feel you can complete any of the above below are approved cleaners for you to use at your cost:

Barbara Motter: (919) 330-3374

CARPET CLEANING: PRO WASH- 919-583-3754

REMEMBER TO REMOVE ALL YOUR PERSONAL Property. You will be charged if we must haul away personal property.