



General Contractor
Developer
Realtor
Property Manager

Registered Real Estate Broker, License # CQ O227890

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MOVE OUT TIP SHEET

KITCHEN

Cabinets must be cleaned, and free of grease, inside and out and all shelf lining must be removed.

Refrigerator cleaned inside and out, moved and cleaned under and behind, be sure to clean on top of the refrigerator also.

Stove cleaned on top and front, be sure to clean the area under the drip pans, remove the lower drawer and clean floor underneath. Oven and oven racks must be cleaned and wiped free of oven cleaner.

Drip pans on stove and range hood filter must be replaced.

Counter tops cleaned and wiped down.

Floors swept, mopped and in good condition. (pay additional attention to baseboard areas)

Sinks must be clean and free of any debris, garbage disposal working and free of anything inside.

**cleaning tip - run some ice through the disposal.*

Walls must be clean and free of stains or damage. (touch up paint may be needed)

Baseboards cleaned and wiped down.

All light bulbs must be working and the light globes cleaned inside and out.

Windows and screens cleaned. (No streaks, decals, stickers, or damage of any kind, screens must be cleaned, free of tears and no bent frames)

Blinds clean and free of dirt and dust, not broken or bent or missing slats

Dishwasher cleaned inside and out, no objects left in the bottom.

**cleaning tip for dishwasher – run an empty load using Tang powder drink mix.*

DINING ROOM

Light fixtures cleaned and dusted.

Light bulbs in place and working, proper bulbs if decorative in bathrooms are needed

Walls free of stains, scuffs or damage (touch up paint may be needed)

Carpets PROFESSIONALLY cleaned and free of stains (Receipt must be furnished, must be done to the satisfaction of management, spot treatment may be needed, If a pet has been in the unit, deodorizing must be done and included on the receipt, if a pet has soiled the carpeting in any way, this may not come out and tenants will be charged for replacement less depreciated life of carpeting as indicated by our carpet professionals)

***If pet has been in the unit a professional flea spray must be done (receipt furnished)*

Windows cleaned and screens cleaned. (No streaks, decals, stickers, or damage of any kind, screens must be cleaned, free of tears and no bent frames)

Window tracks cleaned.

Blinds cleaned and free of dirt and dust (no bent slats or missing vanes)

LIVING ROOM

Carpets PROFESSIONALLY cleaned and free of stains and damage (Receipt must be furnished, must be to the satisfaction of management, additional spot treating may be necessary, if a pet has soiled the carpeting in any way, this may not come out and tenants will be charged for replacement less depreciated life of carpeting as indicated by our carpet professionals),) **NOTE:** As required in your lease.

**If pet has been in property a professional flea spray must be done (receipt furnished)

Windows and screens cleaned. (No streaks, decals, stickers, or damage of any kind, screens must be cleaned, free of tears and no bent frames)

Window tracks cleaned.

Blinds cleaned and free from dirt and dust (no bent or missing vanes)

Walls cleaned and free from stains, scuffs or damage of any kind (touch up paint may be necessary)

Baseboards cleaned and wiped down.

Doors and door frames cleaned and wiped down and free from scratches or marrs

BATHROOMS

Floors swept, mopped and cleaned.

Tub enclosure clean and free from mold, mildew, soap scum, streaks, or dirt of any kind.

Grout/caulking free from mold (may need to be replaced)

Shower doors and tracks cleaned and shined (if applicable).

Remove shower curtain, shower rod must be in place and free of damage from abuse

Cabinets cleaned inside and out and wiped down, shelf paper removed.

Toilet cleaned inside and out.(pay particular attention to the rim of the toilet)

Sinks cleaned and free of scuffs, stains, hair or debris in drains, or damage.

Walls clean and free of scuffs, stains, or damage.

All light bulbs must be in place and working, decorative bulbs may be required in bathroom fixtures

Light globes cleaned.

Mirrors cleaned and polished, and free from streaks.

BEDROOMS

Walls cleaned and free of scuffs, stains, or damage (touch up paint may be needed).

Closets cleaned inside and out and free of all personal belongings. Doors in place and in good condition.

Mirrored closet doors must be cleaned.

Windows and screens clean. (No streaks, decals, stickers, or damage of any kind, screens must be cleaned, free of tears and no bent frames)

Window tracks cleaned.

Blinds clean and free of dirt and dust.(no bent, missing or damaged vanes or slats)

**Carpet PROFESSIONALLY cleaned and free from stains and damage (Receipts must be furnished, and must be to the satisfaction of management. Additional spot treating may be needed If a pet has been in the unit, deodorizing must be done and included on the receipt, if a pet has soiled the carpeting in any way, this may not come out and tenants will be charged for replacement less depreciated life of carpeting as indicated by our carpet professionals).

**If pet has been in the property professional flea spray is required (professional receipt required)

PAINT

You may purchase paint from **Dulux ICI**, located in the 6th Street Industrial Plaza, telephone 374-6955, to do your own touch up painting. The code for the paint AMJ uses is **14561020**. No other paint is permissible. If you have been a resident for less than 3 years full paint charges may apply. Touch up, or full re-painting of your apartment is recommended to avoid these charges.

EXTERIOR ITEMS

Patios and balconies must be cleaned and free from cobwebs, grease stains, etc. If an indoor/outdoor carpeting was provided this must be cleaned along with the interior carpeting) Screens on screened patios must be in good condition, and door to screened patios must be in good working condition

Exterior light globes must be cleaned and bulbs working.

Exterior of house needs to be free from damage.

A/C filter must be changed.

Exterior storage closet cleaned and swept.

All trash in front of or behind your unit must be picked up and disposed of properly (including in bushes and the yard area surrounding your unit)

****Absolutely no trash, furniture, debris of any kind, can be disposed of at the curb of your unit. If a dumpster is provided by the subdivision, all waste needs to be properly disposed of in these dumpsters. If no dumpster is provided, a special large item pick up must be arranged, or all trash must be taken to the dump, prior to turning in your keys. Any items left after the keys are returned to our office will be considered as an item left and this will be charged to the Owner of those items.****

ITEMS RETURNED TO OFFICE

All keys including community pool keys must be returned to the office **by noon** on the last day of lease.(\$25.00 charge for keys received, but not returned)

Professional carpet cleaning receipt and forwarding address must be turned in with your keys.

****If pet has been in the property carpet cleaning must include deodorizing.(provide receipt)**

****If pet has been in the unit a professional flea spray must be done (provided receipt)**

NOTE: As required in your lease, electric must be left on for 48 hours after your keys have been turned in or there is a \$50 reconnect fee.

These are only some items that may require attention when you vacate your apartment. If there are additional items that need attention at the time you vacate, that have not been addressed here, you will need to take care of those items also. Landlord reserves the right to withhold any damages, maintenance charges, or past due rental account charges needed from your security deposit. Your apartment must be in move-in condition at the time that you vacate.

For leases signed after 9/05 an additional charge of \$75 will be applied to your security deposit claim if charges exceed \$100.

Labor on ANY items needed to be attended to will be charged in addition to cost of materials at the rate of \$45.00 per hour (prices may vary)

If any cleaning is left undone and a Professional cleaning crew needs to enter your unit, their charge for entering the unit and cleaning regardless of work performed is outlined below:

One Bedroom/One Bath	\$ 95 ANY CONDITION
Two Bedroom/One Bath	\$115 ANY CONDITION
Two Bedroom/One & Half Bath	\$125 ANY CONDITIION
Two Bedroom/Two & Half Bath	\$145 ANY CONDITION
Three Bedroom/Two or Two & Half Bath	\$150 ANY CONDITION
Three Bedroom/Three Bath	\$170 ANY CONDITION
Four Bedroom/Two or Two & half Bath	\$165 ANY CONDITION
Four Bedroom/Four Bath	\$210 ANY CONDITION

All size Town House Apartments Additional \$15.00 per apartment per floor

Please note, that Professional Carpet Cleaning and Professional Cleaning Service (maid service) are not one and the same, and are billed separately.

Sincerely,

AMJ Property Management and Customer Service Staff

10/06