



# PHOENIX REALTY and PROPERTY MANAGEMENT, INC

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## TENANT CHECK-OUT

We have received/given your notice to vacate and would like to review check-out procedures and requirements with you. We suggest that the following housecleaning checklist be followed to ensure a full refund of your security deposit.

**REMINDER of LEASE TERMS:** “Upon termination of lease, Resident will fully vacate premises by 12:00 pm on the lease end date, unless otherwise agreed to in writing. Resident will be charged \$150 per day for any time past 12:00 pm on the lease end date that the Resident occupies the premises.”

**We do not make check-out appointments with you.** However, if you would like to schedule an in-person move out inspection with our inspector, the fee for this service is \$100 and will need to be paid for in advance of the inspection.

Your Tenancy Agreement requires “the premises to be thoroughly cleaned and all trash removed no later than **noon on your lease end date.**” We would be happy to refer **College Girl Cleaning Service 720-465-9695 or Majestic Domestic 720-412-2311** for your move out clean.

If you need help with your upcoming move we would be happy to refer **Klatt Moving & Storage, Ralph Bailey 303-449-1960.** Please ask for the Phoenix Realty discount.

**Carpets** need to be professionally steam cleaned. You need to hire a professional carpet cleaning company and leave us a receipt. Carpets are to be cleaned AFTER all furniture and belongings are removed. If you would like a quote you can call **All-Pro Steam Clean at 303-596-3106 or Mean Clean Carpet Machine 720-425-6581.** Ask for the Phoenix Realty discount.

**Other floors** should be free of dirt and scuff marks. This applies to all surfaces that are either vinyl covered, tiled or with wood flooring. The floor under the refrigerator must also be washed. The floors should be the last area to be cleaned.

**Wash windows:** Sliding patio doors, exterior doors and kitchen windows are usually the dirtiest. There should be no bugs or cobwebs in the frames.

**Window coverings** accumulate more dust and dirt than you may have been aware of during your occupancy. For blinds, wipe each individual slat. **Refrigerator:** Remove bins, shelves and ice cube trays for better cleaning and to reach all interior surfaces. The exterior top sides, doors, grill and drip pan beneath the refrigerator should also be cleaned.

**The Range/Cooktop/Oven.** A self-cleaning oven should be wiped out to remove residue when the cycle is completed. Read the cleaning product label before using on **continuous cleaning** ovens as some products, such as Easy Off, will harm the finish and cannot be used. To **manual clean** your oven, cleaning sprays can be left on overnight to help break down grease.

Thoroughly clean **drip pan and rings.** Many tenants opt to replace these inexpensive items rather than spend time



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scouring. Know the size and manufacturer before heading to a discount store. Do not wrap rings/pans in foil. Clean under range top, accessory drawer, front, sides, and behind (including the floor).

**Exhaust fans** usually have removable filters which can be washed in the dishwasher. Replace the range hood light with a 20-40 watt bulb if coated with grease. Be sure to clean both sides of the hood as well since grease has probably built up from cooking.

**Dishwasher:** Clean in/out and make sure the unit is free of any food or debris.

**Microwave:** Clean interior and wipe down front including the vent hood.

Clean all **cupboards and drawers**. This applies to kitchens and bathrooms. You should be able to remove drawers, hold over a sink and tap out the loose dirt. You may have to climb up on a chair, but ALL shelves must be wiped including the pantry if applicable. Don't forget the stove drawer and the cabinet under the sink as they seem to need the most cleaning. You may even find items that you didn't see and missed when packing.

**Bathroom** cleaning includes the tracks of tub doors and caulking, the sink, medicine cabinet, vanity, mirror, toilet, tub, tub walls, shower stall and scrubbing or bleaching any mold or mildew. If your finger doesn't run smoothly along anything tiled, ceramic, fiberglass or glass, you still have soap scum build up requiring additional cleaning. If you have a bathtub that is of a material other than porcelain or tile, you will need to use a non-abrasive cleaning product... usually a liquid-type cleaner such as 'scrubbing bubbles.'

Wash all marks off **walls**. Products like Fantastic will remove most marks if you have satin or semi-gloss painted walls. If walls have a flat finish, using such products may remove the paint so wipe gently with plain water.

When taking down pictures, please remove nails and hangers, do not try to touch up paint. Many tenants have ruined perfectly good paint jobs by trying to touch up nail holes. If you covered a wall with pictures or posters, you may have to paint the entire wall to match the rest of the room. Use common sense. For the most part, a nail hole here and there is within "normal wear and tear".

Most **light fixtures** are easily removed for washing at a sink. Dead bugs and cobwebs indicate that this cleaning requirement was not met. **Ceiling fan** blades collect lots of dust and also require cleaning. Replace any burnt **bulbs**. If your bathroom vanity or dining room light requires a special bulb, be sure your replacement matches. All bulbs must be of proper wattage. You will be charged for any light bulbs we need to replace.

Sweep the **garage/carport, porch, balcony, deck and/or patio**. Weather permitting; it may be easier to hose these down. Grease and oil stains must be removed with special cleaners. Sawdust, kitty litter or cola products also absorb excess oil from parking areas.

Do not use your **fireplace or woodstove** the last week of your tenancy so that there will be no hot ashes. Ashes should be removed by either sweeping or vacuuming. If you have glass doors, clean both sides. It is acceptable to leave stacked firewood behind. Be sure to leave fireplace tools if they belong to the property.

If vacating in warm weather, you need to mow, weed and water the **yard** one last time. Regardless of the weather, there should be no evidence of pets!

If you pay for **trash** hauling services, arrange for a final pickup when you call to cancel your service. Trash cannot be left at the curb for more than a day. We consider coat hangers and phone books as trash so please take them or toss them. If you have hired a moving company, they may not be able to accept packed cleaning products. It is acceptable to leave



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these items under the kitchen sink provided the area has been cleaned.

Leases expire on the last day of the month and you must keep **utilities** in your name through the lease period even if you vacate sooner than the last day of the month. **Do not turn the heat lower than 55 degrees to prevent plumbing from freezing.**

Call any utility company that you were paying to make arrangements for final billing and to take final readings on the last day of the month. Do not request the utility company to put service in our name. The utility companies will either be called by a new tenant or us to arrange for continuance of service.

Leave all **keys**, including any mail box or pool keys and any **garage door openers**, in a kitchen drawer along with your carpet cleaning receipt. There is a \$50 charge per key for any missing keys. All windows should be closed and locked and lock the door behind you.

Inform the post office of your **forwarding address** and be sure we know where to send your deposit to. The condition you leave the premises will likely dictate how long it takes to refund your deposit. In most cases, it takes 2-3 weeks although the lease states 60 days.

We want your move out to go as smoothly as possible and hope this notice has been helpful. We tried to be very thorough, but if you have any questions please call.

We will be advertising and showing the property to prospective tenants. We will call/email you in advance of any **showings**, but if we cannot reach you at home or work, we will use our pass key. Whenever possible, we place For Rent signs on the property. If anyone stops and asks to see your home, tell them to call the number on the sign to arrange for a showing.

**NOTE: DO NOT FORGET TO STOP YOUR RECURRING ONLINE RENT PAYMENTS! A GOOD TIME TO DO THIS IS AFTER YOUR FINAL MONTH'S RENT HAS BEEN PAID.**

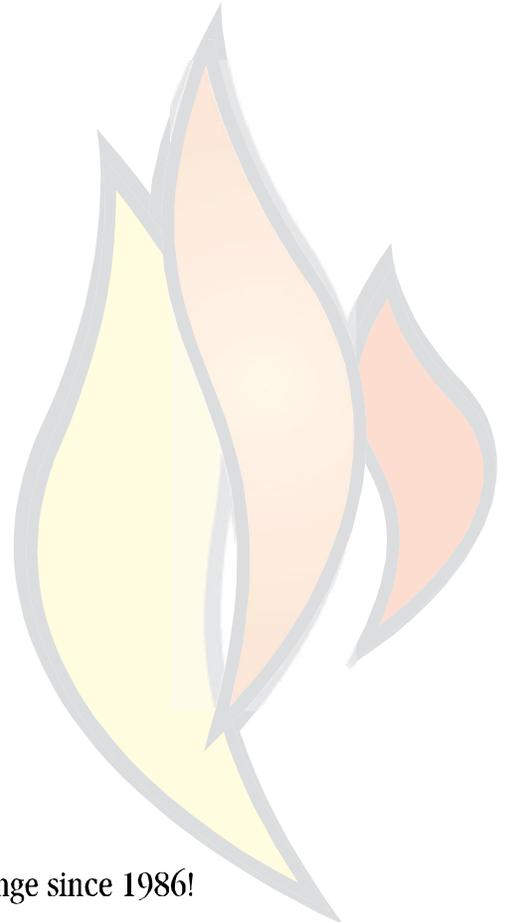
Thank you,

Phoenix Realty and Property Management, Inc.

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