

# MOVE-OUT INSTRUCTIONS AND CLEANING CHECKLIST

- **Notify 614 Portland LLC of your new address. This information is absolutely necessary to facilitate the return of your security deposit.**
- All of your belongings need to be moved out of your unit and your unit needs to be cleaned (including getting the carpets professionally cleaned) by **noon** on the day that your lease ends.
- Please do not patch any holes in the wall. You will be charged if holes are improperly patched.

## KITCHEN/DINING ROOM

### Refrigerator/freezer:

- Clean sides, front, and top of refrigerator
- Remove all personal items from the refrigerator
- Clean all surfaces on the inside of the refrigerator and freezer
- Clean floor under fridge

### Stove

- Remove grease and grime off wall and cabinets around and behind stove
- Remove grease and grime off range hood
- Clean range top, front and door
- Remove grease and grime from oven, including racks

### Cupboards and Drawers

- Remove all food/debris particles from all surfaces
- Wipe down all shelves and drawers
- Clean all cabinet doors and drawer fronts inside and outside

### Dishwasher

- Clean inside and outside, including door edges

### Countertops and sink

- Wipe down countertops and sink
- Clean under sink

### Floors

- Sweep and mop floors
- Have all carpeted floors professionally cleaned

## BATHROOM

- Remove soap scum and stains from tub/shower and tub/shower fixtures
- Clean and shine wall tile around tub areas
- Clean vanity cabinet inside and out, including doors
- Clean mirrors

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614 Portland Avenue Suite #10, St. Paul, MN 55102

- Disinfect, scrub and remove stains from inside and outside of toilet
- Scrub and mop bathroom floor

## **BEDROOMS/HALLWAYS/LIVING ROOM**

- Clean windowsills, trim, and glass on the inside
- Clean closet shelves, rods, and both sides of doors
- **HAVE ALL CARPET PROFESSIONALLY CLEANED**
- Wash all baseboards/woodwork/railings

## **Miscellaneous**

### **Light fixtures**

- Remove all fixtures, clean, replace burnt out bulbs and put fixtures back in place

### **Outlet Covers**

- Clean and disinfect all outlet covers and light switches

### **Vents**

- Clean all vent covers

### **Baseboards/Trim**

- Wipe down to remove dirt, dust, and hair

## **UTILITIES and KEY RETURN**

- Call utility companies and notify of move-out date
- Make certain all utility payments are current (Remember you are responsible for all utility payments until the termination date on your lease)
- Notify Post Office of your change of address
- Return keys and parking permit(s) to Suite #114 or leave on the counter in your unit

If you have a storage room, remove all personal items from it and sweep out the storage room.

Please let us know if anything needs to be repaired before the next tenant moves into the unit.

*These instructions are to be used as a guideline when preparing your unit for move-out. If your unit contains other elements that are not stated in these instructions, you will be responsible for returning you entire unit to the state it was in at the time of move-in, with exception of normal wear and tear.*

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