

## MOVE OUT PROCEDURES

We sincerely hope you enjoyed your stay at Fort Lee Family Housing. Following the recommended procedures will ensure that your move from Fort Lee Family Housing is stress free and smooth. Please turn in all keys to your current home at the time of your scheduled move out inspection appointment. If you have chosen a site un-seen move out inspection you may drop your keys off at your local Neighborhood Center by close of business the day you are vacating. If someone is not present, please drop your keys off in an envelope with your Name and forwarding address written on it. If your keys are not received the day of your scheduled move out a \$50 lock change and additional rent for each holdover day will be charged to your account.

### Recommended Cleaning Guidelines

#### **GENERAL AREA**

1. Blinds must be wiped down and free of dust.
2. Garage, patios, and walkways should be swept.
3. All trash and personal items must be removed from the home, surrounding grounds, and storage areas.
4. All baseboards and windowsills must be wiped down and free of dust.
5. Light fixture globes should be taken down and free of dust or bugs.
6. Interior windows and mirrors should be clean of any smudges or dirt.

#### **KITCHEN AREA**

1. Range must be completely assembled; clean of all dirt, grease, food and carbonized particles and cleaning residue. Elements, oven racks, burners, burner rings, boiler pan, storage drawer and knobs must be clean.
2. Refrigerator must be wiped down inside and out. No food items should be left in the refrigerator or freezer.
3. All cabinets, drawers, shelves, cutting boards, and countertops must be wiped down and all shelf paper removed.
4. Sinks and faucets must be wiped down.
5. All items should be removed from dishwasher.

#### **BATHROOM**

1. Tile, tub and shower should be wiped down and free of mildew and mold.
2. Toilets and sinks should be wiped down and free of mildew and mold.
3. All cabinets including the medicine cabinet should be emptied.
4. Floors should be swept.
5. Linen closet must be emptied and shelf paper must be removed.

#### **OTHER OBLIGATIONS**

1. All house keys returned.
2. Leave window screens in good condition.
3. Switch plates should not be cracked or broken.
4. All Carpet, vinyl, tile, and hardwood should be left in clean (swept or vacuumed) condition with no stains or damages.
5. Any alterations to the yard should be removed including ornaments and small fencing.
6. Painted colored walls need to be primed so that a single coat of paint can cover.
7. Back yard fencing put up by the resident should be removed.
8. There should be no Pet damage including odors, fleas, damage to walls, carpet, or baseboards
9. Remove all oil stains from the driveway and garage.
10. Nail holes larger than a dime need to be patched and repaired. Wall damage from tape, wall hangings, etc. will be charged.
11. Trash cans should be cleaned and in good condition.

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Residents Signature