



Helpful Move-Out Tips

These are guidelines to follow when moving out to ensure the return of your security deposit:

1. As part of your lease, **you are responsible for returning the apartment to MOVE IN CONDITION.** As part of your original lease, and as part of this package, you received a "Schedule of Move Out Costs" outlining the costs you will incur if you do not clean the apartment according to the terms of your lease.
2. We strongly suggest that you use the cleaning company **REFLECTIONS CLEANING, LLC** to have them professionally clean your apartment. Aqua Marine uses their services regularly and **REFLECTIONS CLEANING, LLC** is familiar with our standards. They will clean tubs, showers, appliances, cabinets, counters, mirrors, and wash down hard-surface floors. You may simply let us know that you wish for **REFLECTIONS CLEANING, LLC** to clean and leave payment for their services (in the form of a check made payable to **REFLECTIONS CLEANING, LLC** on your kitchen counter. The MANAGEMENT OFFICE WILL SCHEDULE THEIR VISIT after you have vacated the unit.

a. REFLECTIONS CLEANING, LLC:

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| One bedroom unit: | \$115 |
| Two bedroom unit: | \$130 |
| Two bedroom den | \$135 |
| Three bedroom unit: | \$145 |

Regardless if you are cleaning the apartment yourself or plan on using **REFLECTIONS CLEANING, LLC**, **you must make sure to leave the apartment free of debris, any personal items, and the unit must be completely vacuumed. All trash must be removed as well.**

3. Ideally, clean your apartment after your belongings have been removed. Upon vacating the unit, **all debris and personal effects must be removed. The unit must be vacuumed in all areas, and the tile/vinyl floors must be cleaned.** If you leave debris, do not vacuum, and/or leave trash behind, there will be added charges for that additional cleaning service.
4. Remember that bulk pick up is the 2nd Monday of each month. If you want to take advantage of free removal, plan ahead for this. If you leave large items or excessive garbage behind, you will be charged for its removal.
5. Clean the kitchen, thoroughly, including:
 - a. Stove: inside, burner drip pans, control knobs, etc.
Replace the burner drip pans. We consider this a replacement item like bulbs. The pans are **"Type A for Whirlpool appliances"** The best prices we've found are on Amazon—see Whirlpool W10278125 Drip Pan Kit, Chrome. You can also

find them at Dollar General, and major Home Stores and Hardware Stores. If you have a Kenmore appliance, the Whirlpool should also fit.

- b. Freezer: door compartment, walls, ice compartment, and bottom.
 - c. Counter and sink.
 - d. Cupboards: remove all contact paper and clean interior and exterior surfaces. Wipe down insides of cabinetry and drawers.
 - e. Floors: sweep clean and wash all hard-surface areas.
6. Leave all light fixtures in place and clean.
 - a. Make sure all light bulbs work
 - b. You will be charged for replacing light bulbs-**if there are bulbs needing replaced, leave replacements on the kitchen counter and we will replace for you.**
 7. Remove all trash, furniture, food, hangers, and phonebooks. Clean out closets completely.
 8. Remove all shelf and/or contact paper from cupboards, closets, drawers, and shelves.
 9. Remove any Vinyl lettering or pictures that you may have installed on the walls. If you leave them on walls, there will be a minimum \$50 charge per location to remove them.
 10. Wipe down light switches and clean heat registers.
 11. We expect to do normal wear and tear painting after you have vacated.
 - a. Picture hanging nails can be left in the walls.
 - b. If you painted your apartment, you are ok if our paint will cover in one coat. If not, you may want to prime it once or twice with a bone white color paint.
 12. Sweep the porch and remove all plants and other items.
 13. Remove personal window treatments and the mini blinds should be wiped down.
 14. Clean all windows and doors.
 15. Clean all bathrooms thoroughly, including toilet, sink, and vanity (including underneath), and mirrors.
 16. Leave the heat at 65 degrees in winter and air conditioning at 75 degrees in summer.
 17. Set refrigerator and freezer on low with the doors shut.
 18. Close and lock all windows and doors.
 19. Turn in all keys (original and copies) with your forwarding address by midnight on your move-out day. **Leave Garage door openers in a kitchen drawer, or on the counter.**
 20. For **Townhome residents** you'll need to coordinate your trash disposal with the trash day previous to your move out. You will be charged for trash items that do not fit into your trash containers. If you have large items to dispose of, you will need to call Kimble Services and arrange for a bulk pick up. If you leave bulk items at the curb you will be charged not only

for the disposal of the items, but you will also be charged for the labor to move the items from the curb to the garage for storage until garbage day.

21. For **Mid Rise-Gardens residents**, you must place all trash in the dumpsters. **DO NOT LEAVE ANY TRASH OUTSIDE THE DUMPSTERS FOR ANY REASON. DO NOT PLACE LARGE ITEMS SUCH AS FURNITURE, LARGE BOXES OR ANY OTHER LARGE ITEMS INSIDE THE DUMPSTER. You are responsible for the disposal of these large items yourself. You may call Republic services directly for a special pickup of these types of items. You will be charged for special pickup of large items noted previously, and for the labor to move items left behind.** Feel free to contact the leasing staff if you have furniture you don't want; we may know of a charity or organization who will take it off your hands.

22. **Contact the following services to inform them of your move**

YOU ARE RESPONSIBLE FOR UTILITIES UNTIL YOUR LEASE IS COMPLETED NOT YOUR MOVE OUT DATE. CALL THE UTILITY COMPANIES TO HAVE YOUR SERVICE CANCELED AS OF THE END OF YOUR LEASE TERM, NOT BEFORE.

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| Electric Service | The Illuminating Co. | 800-589-3101 |
| Gas Service | Columbia Gas | 800-344-4077 |
| Telephone Service | Century Link | 800-201-4099 |
| Cable Service | WOW | 866-496-9669 |
| Cable Service | Spectrum Cable | 877-772-2253 |
| Trash Removal | Kimble | 800-201-0005 |

** If you have a second line, all phone jacks must be put back on one line or you will be charged accordingly.

**Return cable box/modem directly to the Spectrum office in North Olmsted- located at 24910 Lorain Rd. – Monday thru Friday 9a-5p (closed 1:30p – 2:30p).

**If any cable equipment is left in the apartment or our office and is lost, you can be charged by Spectrum or WOW. Natalie, our WOW rep can pick up your cable equipment at the clubhouse for you.

Postal Service- Avon Lake Post Office at 933-4246 for change of address information. All mail is held at the post office. Make sure you contact the post office at least 2 weeks before your actual move-out date. Include the names of all residents – including maiden, married and roommates.

Once you have turned in the keys, **we will assume anything left in the apartment is unwanted and will be removed.** Please make sure to check the apartment thoroughly before you leave. Once we have the keys in our possession we will immediately begin refurbishing the apartment and the staff is instructed to remove anything left.

Thank you for choosing Aqua Marine Apartments as your home!