

## VACATING INSTRUCTIONS

**REMINDER: YOUR SECURITY DEPOSIT DOES NOT CONSTITUTE YOUR LAST MONTH'S RENT.**

- 1) YOUR 30-DAY NOTICE SHOULD BE IN WRITING. ALSO A FORWARDING ADDRESS AND PHONE NUMBER SHOULD BE GIVEN TO LONG TERM DEPARTMENT.**
- 2) POWER AND WATER MUST BE LEFT ON THROUGH THE LAST DAY OF YOUR TENANCY.**
- 3) YOUR SECURITY DEPOSIT WILL BE RETURNED WITHIN 30 DAYS PROVIDED THE UNIT WAS LEFT ACCORDINGLY.**
- 4) ALL HOUSE KEYS, MAILBOX KEYS AND GARAGE DOOR OPENERS, ETC. MUST BE TURNED IN TO INTRACOASTAL AT 605 CAUSEWAY DR., WRIGHTSVILLE BEACH, OR 1206 N LAKE PARK BLVD, CAROLINA BEACH, AS SOON AS YOU HAVE MOVED OUT. YOU WILL BE CHARGED RENT UNTIL THE KEYS ARE RETURNED.**

### **BATHROOMS**

- Tub/Shower: Cleaning to include all walls, top and bottom, faucet fixtures and outside wall. (Comet spray bathroom cleaner works very well on hard water stains.)
- Toilets: Cleaning to include tank, all seat parts and base down to floor as well as inside the bowl.
- Sink/Vanity: Wipe out all drawers and cabinets. Scour sink, clean counter, faucet and mirror.
- Floor and Baseboards: Door and trim molding to be wiped down; clean floor.

### **KITCHEN**

- Cabinets and drawers: Wipe out all insides; wipe down all outsides.
- Refrigerator/freezer: Clean inside including under the door. Clean outside including top, front and sides. Turn ice maker off. Remove ice from ice maker, ice tray and any ice that may be lining the freezer to prevent leakage.
- Microwave: Clean inside and outside.
- Stovetop: Remove all burners and clean underneath. (Most stovetops lift completely up to gain easy access underneath) Replace burner pans. Clean all knob areas and top.
- Clean the stove hood with the proper grease cutting agent.

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- Oven: If self cleaning - turn to cycle and set; if continuous clean - wipe out bottom with wet cloth and clean glass on inside of door; clean outside of door and knob areas. DO NOT use oven cleaner as it will ruin the surface.
- Dishwasher: Clean inside top edge of door; clean outside front.
- Sink: Scour sink and clean faucet.
- Countertops: Clean and or bleach all areas.
- Floor: Scrub and/or wax entire area.

### **FOYERS, LIVING ROOM/ DINING ROOM/ BEDROOMS**

- Dust or clean all baseboards, windowsills, ceiling fans, and blinds.
- Clean out fireplace of ashes and debris completely.
- Wash all marks off walls and trim.
- Vacuum all floors.

### **LAUNDRY**

- Clean out cabinets / shelves.
- Clean top and lint catchers of dryers.
- Clean floor. Clean tops and inside rims of washers.

### **PORCHES/DECKS/GARAGE**

- Sweep off all areas. Be sure any storage areas are completely empty.

### **YARDS**

- Should very recently trimmed, grass mowed, raked, hedges clipped and all debris and trash removed or at curb ready to be removed.
- Any pet wastes should be removed and holes repaired.

### **OVERALL**

- All drains should be clear & draining properly.
- Every item must be removed from the property by your vacating date or you will be charged the removal costs.
- All A/C filters must be clean or replaced. Tenant will be charged \$50 upon move-out to replace filters.



## VACATING INSTRUCTIONS

- All light bulbs must be working. All light switch plates should be cleaned & any outlet covers missing should be replaced.
- \*All doors and windows must be locked.

**ONCE AGAIN, ANY ITEMS NOT COMPLETED WILL BE CHARGED TO YOU.**

### RECOMMENDED VENDORS:

#### ➤ CARPET CLEANERS:

TRU-CLEAN CARPET & UPHOLSTERY: 910-392-9401

#### ➤ GENERAL CLEANING SERVICES:

BARB'S CLENANING: 910.264.4145

BEVERLY STRICKLAND (CLEANING): 910.604.0961

#### ➤ LAWN CARE/LANDSCAPING:

ED CROOM: 910-540-5225

#### ➤ ALL-IN-ONE WORK:

FRANKLIN 2 910-599-5976

#### ➤ APPLIANCES:

RIVERSIDE 910.262.1457