



**S.C. SWIDERSKI LLC**  
Expertise | Experience | Integrity

***Moving can be stressful, so our recommendation is to plan ahead and don't wait until last minute to pack and clean. Our goal is to return your full security deposit. Below are some suggestions to help you accomplish that.***

**LAST DAY OF LEASE** - Your lease ends at 11:00 a.m. on the last day of your lease. For example, if your lease expires on February 28<sup>th</sup> you must be out of the apartment by 11 a.m. on February 28<sup>th</sup>.

**CARPETS** - Carpets must be professionally cleaned by the last day of your lease. The receipt must be left on the kitchen counter. Please make sure to vacuum the edges of all carpets. Want recommendations on a professional service? Contact your Site Manager for preferred vendors in your area.

**CLEANING** - Normal wear and tear is acceptable, but cleaning must be done. Please refer to the Tenant Cleaning Form for details.

Commonly missed items

- Windows – Clean windows and vacuum or wipe out the window tracks
- Walls – All walls need to be clean of dirt, fingerprints, etc. Magic Erasers work well however if you rub too hard it will take the paint off.
- Oven – Even though some of our apartments have self-cleaning ovens, you still need to wipe out the residue.
- Stove top – Drip pans should be replaced if they are unable to be cleaned. Lift up stove top to clean under burners. Wipe down the sides of stove top as well as the hood fan.
- Underneath stove- The bottom drawer pulls out. Please clean anything you see once that drawer is removed.

**LIGHT BULBS** – It is your responsibility to replace any light bulbs that are burnt out with the proper bulbs for the fixtures.

**LARGE ITEMS** - Please do not leave any large items (furniture, tv, etc.) in/next to the dumpsters or in the apartment. It is your responsibility to take them with you or you will be charged a disposal fee.

**KEYS/REMOTE/FORM-** Please leave your apartment keys, mailbox keys and garage remotes on the kitchen counter along with your tenant cleaning form and carpet cleaning receipt. Please make sure to leave your forwarding address so your security deposit can be returned promptly.

**INSPECTIONS** - When you are done with your checklist, contact the Site Manager for an inspection. Remember to keep in mind that you need to be out of the apartment by 11 a.m. on the last day of your lease.

**ELECTRIC-** It is your responsibility to call the electric company to take service out of your name on the last day of your lease (not necessarily the last day you occupied the apartment).

**SECURITY DEPOSIT RETURN-** Security Deposits will be reconciled after move-out date, and will be post marked no later than 21 days after lease expiration date. Be sure to provide a forwarding address.