

Joe Allan Properties

Move-In and Move-Out Information

Thank you again for choosing to live with Joe Allan Properties. In order to make sure your move in process is efficient and easy as possible, we have written down a few key points that will help with your move in. Additionally, we have provided a detailed guide regarding your security deposit and how to properly clean your apartment upon vacating at the end of your lease.

Please remember that a certain amount of cleaning is expected of you when you move out. It is our goal to refund 100% of your security deposit and by following the checklist below you will help us achieve that goal.

INSPECTION SHEET

Please take time to read through the inspection sheet below for your apartment building or house and use it for aid in the cleaning of your apartment or house during your vacating period.

If the home is not satisfactorily cleaned, has trash or abandoned items, appropriate charges will be deducted from your Security Deposit. If it is necessary to hire someone to clean the home, labor will cost much more than if you had taken the time to properly clean the unit in the first place.

General:

- Walls should be washed or marks removed, including streaks above and below of heating units.
- Remove all cobwebs from walls and ceilings.
- Clean all switch plates, light switches, and outlets to remove excess dirt and oil deposits.
- Remove excess dirt and cobwebs from baseboards.
- Wall and ceiling vents should be vacuumed and/or washed.
- All tile and linoleum floors should be swept and mopped.
- Fireplace [if applicable] should be cleaned of all debris, including ashes.
- Drapes [if applicable] should be vacuumed.
- Blinds should be free of dust deposits.
- Light bulbs should be replaced where needed.
- Light covers should be removed from light fixtures and cleaned.
- Everything must be removed from all closets [including coat hangers] and shelves cleaned.
- All temporary wall hangers should be removed.
- Remove all nails from walls.
- Wipe down all woodwork [including doors, door jams, and door frames]. Tops of door jams may have significant dust build up.
- Replace any burned out light bulbs throughout home/apartment.
- Replace any dead smoke detector batteries.

Kitchen:

Oven

- Range should be completely cleaned, including broiler pans.
- Clean stovetop, panel, and dials.
- Drip pans should be removed and the underneath surface cleaned.
- Drip pans must be cleaned. Replace if they do not appear new after cleaning.

This list is for reference only and is not intended to be all inclusive

- Clean all sides of stove.
- Remove stove from inlet to clean debris underneath.
- Clean wall directly behind stove area.
- Exhaust fans and overhead light should be free of grease and dirt, including filter.

Refrigerator

- Clean floor under and wall behind refrigerator.
- Defrost refrigerator and remove any water. DO NOT TURN OFF REFRIGERATOR WHEN VACATING APARTMENT.
- Clean interior walls of refrigerator.
- Remove all drawers and clean both inside and outside.
- Remove and dispose of all refrigerator and freezer contents.
- The door seals must be peeled open and cleaned.
- Remove and clean the ventilation grill on the lower unit of the refrigerator.
- The exterior top of the refrigerator must be cleaned.

Dishwasher

- Front of dishwasher should be wiped free of grease and excess debris.
- Inside should be wiped out and free of debris, including the inside of the door.

Garbage Disposal [if applicable]

- Garbage disposal should have ice cubes ran through it. This can remove food build up and clean the disposal unit.

Cabinets and Drawer

- All cabinet and drawer fronts wiped cleaned. Grease deposits may require additional cleaning, especially in the immediate proximity of the stovetop.
- Clean all countertop surfaces.
- Remove debris from all drawers and cabinet shelving surfaces.
- Wipe drawers and cabinet shelves free of dust buildup.
- Remove and dispose of all cabinet contents.

Microwave

- Microwave should be presented in like new fashion.
- Clean inside and outside surfaces of microwave to remove all grease, grime, and debris.
- [If Applicable] Clean underside filter of microwave.

Sink

- Clean sink and faucet fixtures.

Pantry

- Remove and dispose of all pantry contents.
- Wipe off all shelving units to remove dust and debris build up.

General Kitchen

- Wipe off all electrical outlet covers to remove dust and grease deposits.

- Clean all kitchen walls of grease deposits. Most deposits occur behind and to the sides of the stovetop.
- Remove and clean all light fixtures and covers. Replace light bulbs as necessary.
- Scrub kitchen tile/linoleum of all dirt and grease. Mop to remove excess buildup.
- Clean all kitchen baseboards and woodwork.
- Sweep and mop floor of pantry.
- Clean all vents on floors, walls, or ceilings.

Living Room:

- Clean all electrical outlet and light switch covers.
- Clean light fixtures and covers. Remove to clean if necessary.
- Clean all ceiling fans of dust build up. This includes light covers [inside and out], the fan motor covering, and the top/bottom/edges of each fan blade.
- Vacuum carpet and edges by baseboards.
- Wipe down all baseboards and wood trim.
- Clean windows [inside and outside], window sills, and window tracks.
- Clean doors and around door frames of excess dust build up.
- Clean all vents on floor and wall.
- Clean out all closets and wipe down shelves.
- Remove any cobwebs from ceiling and walls.

Bathrooms:

- Tiles should be scrubbed and grout cleaned [both floor and shower tiles- if applicable].
- Vanity and medicine cabinet [shelves and drawers] should be cleaned and wiped down. Including light fixture, mirrors, light bulbs, counter tops, and faucets.
- Tub, shower, sink, and toilet should be cleaned and sanitized.
- Area behind toilet should be swept and scrubbed clean of dirt, grime, and dust.
- All soap scum should be scrubbed and removed from shower walls, tub basin, and front of tub basin.
- Shower/tub drain should be free of soap scum and mildew buildup.
- Shower/tub grout should be scrubbed to remove mildew build up.
- Clean showerhead and shower controls of water deposit buildups.
- Exhaust fans should be taken down and cleaned of dirt build up.
- Clean soap dishes and wipe down towel bars.
- Thoroughly clean inside of toilet.
- Clean and wipe out all drawers.
- Clean electrical outlets and light switches of dirt and oil deposits.
- Clean walls, ceilings, and corners of cobwebs.
- Clean and remove dust build up from light fixture and covers.

Bedrooms:

- Vacuum carpet and edges by baseboard.
- Wipe down baseboards, door frames [including top], door jams, and door exteriors.
- Clean electrical outlets and light switches of dirt and oil deposits.
- Clean walls, ceilings, and corners to remove cobwebs.
- Clean and remove dust build up from light fixture and covers.

- Clean windows [inside and outside], window sills, and window tracks.
- Clean all vents on floors, walls, or ceilings.
- Everything must be removed from all closets [including coat hangers] and shelves cleaned.
- All temporary wall hangers should be removed.

Laundry [If Applicable]:

- Washing machine and dryer interior and exterior must be cleaned and free of dust and lint build up.
- Area beneath washer/dryer unit[s] should be swept and moped of all debris.
- Walls behind and to the sides of machines should be free of lint and dust build up.
- Top of washing machine/dryer should be wiped free of dust buildup.
- Dryer exterior must be cleaned and the filter screen left free of lint.

Exterior:

- All trash, yard debris, and personal items must be removed from the property. Trash collection must be scheduled for the duration of your lease agreement. A minimal amount of trash may be left at the curb or trash pickup location.
- All flower and shrub beds must be clean and free of weeds, leaves, and debris. Be advised, we do not consider leaves and debris as mulch.
- All grass must be cut and free of debris.
- All walkways, patios, and porches must be swept and free of debris.
- All new oil stains must be removed from the garage and/or driveway. There are a number of products available to accomplish this.
- The garage must be swept clean.
- All animal waste must be removed.
- Gutters should be free of
- Curb should be edged.

UTILITIES, POST OFFICE AND KEY RETURN

- Make certain all utility payments are current. Remember you are responsible for all utility payments until the end date as stated in your lease agreement.
- Notify Post Office at www.usps.com of your change of address.
- Notify Joe Allan Properties of your new address.
- Return keys to the office during business hours or in the drop box after hours, labeled with the property address, name, and forwarding address.

NOTE:

The Property Manager will inspect the property shortly after all keys are returned to the office. By returning the keys, you are relinquishing possession of the property. This signifies that cleanup is finished and Joe Allan Properties will proceed with turnover items. Rent is charged until the end of the lease agreement.

SECURITY DEPOSIT

A final inspection will be conducted after you relinquish possession of the property. If damages are noted, we must receive estimates or invoices from vendors before your deposit can be returned minus the cost of damage.

As per Illinois law, we have up to **30 days** to send your security deposit accounting starting the day your lease expires, and/or you return your keys (whichever is later). Remember to provide us with your forwarding address when you turn in your keys.

NOTE:

Please use this as a guide to the items that need to be cleaned, in the above list not all items may be applicable to your rental unit. If you have questions on cleaning your rental unit please call our office at (217)359-3527.