

LEAVING A CLEAN UNIT

Here are some helpful hints on how to assure a successful refund of your security deposit. You do not need to be present, but you may arrange for a walk-through of your apartment by contacting your Property Manager. Our walk-throughs are done between 9:00 a.m. and 5:00 p.m. weekdays after you have completely moved out and returned all keys and remotes.

Kitchen

Stove: clean top, sides, front and the inside of the oven. Don't forget the broiler pan and to clean underneath. Remove all burner plates, (if you have them) then lift stove top and clean under there, as well.

Refrigerator: defrost, if not frost-free, then clean top, front and outside. On the inside, wipe down each shelf, the door and door-shelves, remove any bins and then clean underneath. If there were two ice trays when you moved in, there should be two when you move out.

Cabinets: all items should be removed and/or discarded. Wipe all the cabinets and shelves, both inside and out.

Bathroom

Make sure all soap scum, mildew, etc. has been cleaned off tile, shower, shower door, bathtub and sink. All items in the bathroom cabinets need to be removed all shelves cleaned and the cabinet wiped down, both inside and out. The floor should then be both swept and mopped.

Floors

Hardwood floors should be swept, properly cleaned if necessary, and then mopped.

Carpets should be vacuumed, and if appropriate, professionally cleaned. Linoleum floors should be cleaned and mopped.

Walls

If you have any repairs that need to be made, from hanging pictures, plaques, etc. please make a note of it. This will allow us to check them and make the necessary repairs.

Blinds

All blinds or shutters need to be cleaned.

Garage

If you have a garage space, any items stored there should be removed. We will charge you for any items left that require a "dump run".

Closets

All closets should be cleaned out and empty. Remove all hangers.

OTHER ITEMS

- As a general rule, a properly cleaned place would allow the next tenant to move-in without any action on our part.
- If you have made ANY modifications to your unit, it will need to be restored to the original condition. Should you have any questions regarding this, please contact your Property Manager at (415) 922-7345.
- Don't forget to leave your forwarding address and telephone number with us. We need this to refund your security deposit.
- Remember to cancel your utilities and give a new address to the Post Office.
- Return all keys and remote controls to a company representative on the day you vacate. You are not considered "moved out" until we receive all your keys!
- Excess trash or boxes should be taken to the dump or properly disposed of. Also be sure to remove all plants, whether they are inside or outside, dead or alive. You will be charged if you leave these items behind.
- Furniture items left behind, you will be charged for. This includes furniture items left by the trash bin or in the common areas.