



MOVE-OUT PACKET

This packet is intended to assist in making your move out go as smoothly as possible. Please read through carefully and follow all instructions and guidelines to ensure your deposit is returned quickly and in full.

- **PRE-MOVE-OUT WALKTHROUGH:** Please be advised: once you submit your notice to vacate, within 30 days of your scheduled move-out date, a member of the Cornerstone maintenance staff will enter your apartment to prepare for the work we will do after you move out. You do not need to be present or prepare in any way. You will be notified of this inspection via email at least 24 hours beforehand.
- **RECURRING RENT PAYMENT:** If your rent is currently set up to draw automatically every month, you will need to manually adjust your final month's payment. If you do not, and your lease ends mid-month, the system will automatically pay for the full month, rather than the prorated amount. Any overpayment will be returned with your security deposit.
- **YOUR KEYS:** Leave ALL keys **on the apartment kitchen counter when you leave.** We will start getting your apartment for the next tenant first thing the next morning so you can leave your apartment door unlocked.
- **AFTER YOU MOVE:** We will inspect the condition of your apartment after you move-out and do not need to meet you at the apartment. If you have specific concerns about damage, please contact your manager. *See Page 2 for Security Deposit refund information.
- **PARKING PASS(ES):** If you were given parking passes or parking gate remote, leave them with your keys. You will be charged for failure to return these items.
- **PROVIDE YOUR FORWARDING ADDRESS:** If you have not done so already, please email your forwarding address to your property manager. Failure to provide your new address will result in a delay in your deposit return. All deposits are sent to last known address, so if no forwarding address is provided it will be mailed to the vacated apartment.
- **SECURITY DEPOSITS:** It is our policy to refund security deposits within 60 days of vacating your apartment. It is our goal to return all deposits within a month. Your deposit return may be delayed due to lack of forwarding address, or if we are waiting on an invoice from work that was done to get your apartment ready for the next tenant. The cleaner the apartment is left, the quicker you will receive your deposit.
- **XCEL ENERGY:** Transfer utilities out of your name by the date you move out. Xcel will not back-date utilities after you move! 1-800-895-4999 or www.XcelEnergy.com.
- **CHANGE YOUR ADDRESS WITH THE POSTAL SERVICE:** Go to <https://moversguide.usps.com/> or contact your local post office. Failure to change your address with the post office may result in complications with your future mail deliveries. After you move out, we are not allowed to open your mailbox at the property, so make sure to take care of this beforehand.

CLEANING INSTRUCTIONS

We expect your apartment to be as clean as it was given to you at move in. Any costs incurred to have a professional cleaner address issues in your apartment will be taken from your security deposit. Follow the instructions below to ensure your deposit return in full.

GENERAL:

- All belongings must be removed from the apartment. You will be charged \$150.00 for any large items left in the apartment and \$20.00 per trash bag for smaller items.
- If items are left by the dumpster, you will be charged \$75.00.
- Dust all light fixtures, ceiling fans, around windows, and the corners of your ceiling.
- Clean all woodwork, baseboards, doors, door frames and cabinets, with warm soapy water.
- Sweep and mop all hardwood floors with warm water.
- Vacuum all carpets and floors.
- Clean all windows with glass cleaner.
- Remove lock and belongings from storage unit, dust and sweep out.
- Leave heat on (to 60 degrees if you have a thermostat) and all appliances plugged in and turned on.

BATHROOM:

- Thoroughly clean the sink, tub and toilet.
- Clean tile and delicate surfaces with soft scrub. Do not use abrasive cleaners or sponges on tub and tile wall.
- Sweep then clean all floors with warm water.
- Wipe down mirrors, windows, shower curtain rod or shower enclosure, towel bars, TP holders, showerheads and faucets with glass cleaner.

KITCHEN:

- Clean all woodwork, cabinets, and baseboards with warm, soapy water.
- Remove all trash and food.
- Clean refrigerator and freezer inside and out with warm water. Do not leave items in fridge and do not un-plug.
- Use oven cleaner on the inside of oven, racks and burners. Wipe down and clean drip pan on stove.
- Clean microwave and vent hood above stove.
- Use strong degreasing cleaner to wipe grease and food from walls, appliances and hood vent.
- Sweep and mop floor (move appliances, being careful not to scratch floor).

LIVING, DINING, AND BEDROOM:

- Wipe all woodwork, baseboards and windowsills with warm, soapy water including closets and shelves.
- Dust and wipe down blinds.

Cleaning and Damage Charges

Upon move-out, if condition exceeds normal wear and tear, charges for the following items will apply:

	Studio	1 Bedroom	2 Bedroom	3 Bedroom
Full Paint	\$300.00	\$450.00	\$600.00	\$850.00

You are required to leave your apartment clean and in the condition you found it. If the apartment is not left clean or if there are any damages to the apartment, the following charges plus labor will apply:

Cleaning:

Oven	\$30.00	Clean Baseboards	\$20.00/room
Range Top	\$20.00	Clean window tracks	\$5.00 each
Vent Hood	\$10.00	Faucets	\$15.00 each
Refrigerator	\$25.00	Mirrors	\$10.00 each
Floors	\$20.00/room	Medicine Cabinet	\$10.00 each
Counters	\$10.00 each	Light Fixtures	\$10.00 each
Cabinets	\$5.00 each	Fireplace	\$50.00
Sink	\$15.00 each	Clean Patio Sliding Door	\$15.00 each
Dishwasher	\$20.00	Clean Windows	\$10.00 each
Trash/Small Item		Vacuum Carpet	\$20.00 a room
Removal	\$20.00 per bag	Clean Blinds	\$15.00 each
Clean Ceiling Fan	\$25.00	Paint Doors/Frame	\$25.00 each
Toilet	\$20.00	Shelves	\$5.00 each
Bathtub	\$20.00	Remove Wallpaper	Time/Materials
Shower Wall Tile	\$25.00	Microwave	\$20.00
Carpet Stain	\$60.00/room	In-Unit Laundry Cleaning	\$20.00
Paint Wall	\$50.00/wall	Remove adhesive	\$25.00/wall

Replacements:

Oven Rack	\$20.00	Interior Door	Time/Materials
Broiler Pan	\$30.00	Exterior Door	Time/Materials
Stove Burner	\$25.00 each	Broken/Damaged Screens	\$20.00 each
Door Key	\$10.00	Broken/Missing Window	COST/Installation
Key Fob	\$75.00	Mini Blind Replacement	\$50.00 each
Mailbox Key	\$20.00	Vertical Blind Replacement	Time/Materials
Toilet Seat	\$20.00	Custom Blinds	Time/Materials
Bathtub Resurface	\$250.00	Custom Window parts	COST
Garage Opener	\$50.00	Refrigerator Parts	COST
AC/Fan Remote(s)	\$50.00 each	Special Extermination	Time/Materials
Towel Bar	\$50.00	Thermostat	\$75.00 each
Fire Extinguisher	\$65.00 each	Door Locks	\$50.00 each
Smoke/CO Alarm	\$65.00 each	Missing Screens	Time/Materials
Tub Chip Repair	Time/Materials	Mirrors	Time/Materials

Please note that painting or altering paint on walls and ceilings is prohibited and may result in double the paint charges listed above.

The above-listed charges are not exclusive. If it is not listed above or costs more than what is listed, applicable charges will apply.