

30 Day Notice/Cleaning Requirements/Checkout Lease Addendum

Date _____

Do not attempt to spackle, repair, touch up paint or spot paint any areas; this could result in a charge. Tenant must vacate after check-out!!!

The following requirements are, but are not limited to:

- 1. Office must have 30 day written notice as to check-out date. This form serves as written notice.
- 2. All utilities must remain on for at least five days after date of check-out in case of repairs or cleaning. Otherwise, deposit will not be disbursed until the bill is received from the utility company for re-connection. RENT WILL BE DUE UNTIL THE UNIT IS READY.
- 3. All tenant furniture and personal belongings must be removed, and the following items completed prior to inspection:

A. Have carpets professionally cleaned, show receipt. _____

B. Kitchen: a. Stove, oven, and range hood to be cleaned, including removing front panel or drawer and washing underneath.

The stove top drip pans must be NEW and the correct style. _____

b. Wash refrigerator and freezer, including removing front grill, vacuum out dust and clean the grill, wash door seals, wash underneath & behind (do not tear vinyl) and wash defrosting tray. Put ice makers in AOFF@ position, then shut off refrigerator, wipe all residual moisture and condensation. **LEAVE REFRIGERATOR DOORS OPEN!** Light must be operational. _____ c. Clean dishwasher and drain (especially around door seal and edges), countertops and sinks in kitchen, the drain, clean mildew from faucet caps, & polish faucets. If microwave is present wash inside and outside of unit. _____

C. Baths: a. Tubs, sinks, and showers must be scrubbed clean. Clean mirror and disinfect commode, including base of commode; faucet caps must have mildew cleaned out. Clean hair clogs from drains, polish fixtures. _____

D. General Inside: a. All light fixtures should be washed, including entrance, storage room, closets, garage and patio. Replace burned out bulbs. Fixtures that are removed for cleaning must be re-installed. Ceiling fan blades must be washed! _____

b. Wipe out all cabinets and drawers. Use furniture polish, Liquid Gold, or Old English on cabinets and drawer fronts and all wooden doors. If painted, clean each panel thoroughly. _____ c. Clean filters in washer and dryer. Wash exterior of units and interior of washer (especially the rim) to remove all soap residue. Scrub floor underneath & behind washer and dryer (do not tear vinyl). Wash off top and sides of hot water heater. _____ d. Replace air conditioning/heater filters (same size in use now). Wash vent grill. Clean inside and outside of a/c closet. Filters can be purchased at Wal-Mart. If permanent filters are installed-wash thoroughly and re-install, remember to wash door frames. _____ e. Thoroughly scrub vinyl floors, including between cabinets and appliances.

Remove stains and marks. Wash all baseboards throughout the unit, also floor vents and ceiling vents. _____ f. Wash windows (inside and out and secure screens), window and door tracks, sills, walls, clean blinds if present, wash doors and door frames inside and outside (especially fingerprints and scuffmarks) and woodwork. Pay special attention to outlet covers, switch plates, hallways and doorways. _____

g. If fireplace is present, ashes must be properly disposed of and doors must be cleaned. _____ h. If furnished: polish furniture, vacuum sofa, chairs, and bedding and wash mattress pads if applicable. Launder throw rugs and shower curtains. _____

E. General Outside: a. Sweep patio, entrance and garage/storage room areas, wash front door, HOSE DOWN, if necessary.

Pay special attention to cobwebs and dirt mounds. _____

HOUSES ONLY: Yards must be mowed, raked, edged and bushes trimmed. Flowerbeds must be cleaned out. If a garden is put in, it must be re-seeded. Roof and gutters must be cleaned of any debris. Remove all pet excrement. _____

4. It is agreed to furnish Aero Real Estate a forwarding address at the time keys are returned to the office upon move-out, and that the unit will be inspected at the first opportunity and damage deposit refund will be made in accordance with the lease.

A. Residents may coordinate key drop-off by calling Aero Real Estate at 598-2269, M-F 8:30 AM-5:00 PM.

B. If tenant wishes to be present during inspection, check-out appointments must be scheduled ASAP when you know the unit will be vacant and cleaned. To be assured of an appointment time PLEASE schedule early. No check-outs or rechecks will be scheduled before 8:30 am, after 4:00 pm, or on weekends or holidays. If the tenant is present for check-out and a recheck is necessary, it must be done within 24 hours-the charge for a recheck is \$25.00. If not corrected in time Aero Real Estate will hire the first available cleaning team to complete the job at the tenants= cost.

5. We the tenants, INVITE the management company to show the property once we have given notice to vacate by:

_____ Appt _____ Key _____ Phone call.

I have read these cleaning requirements for vacating my residence.

I understand these requirements and have no questions.

I have received a copy for my records.

PROPERTY ADDRESS

TENANT=S SIGNATURE(S)

PHONE NUMBER

WORK/HOME

INSPECTION DATE