**MOVE-OUT GUIDANCE**

PLANNING WILL SAVE YOU MONEY. PLEASE READ CLOSELY.

1. SCHEDULE A WALK-THRU WEEKS BEFORE YOUR MOVE-OUT SO WE CAN HELP YOU ASSESS WHAT NEEDS TO BE DONE.
2. ALLOW 2-3 WEEKS FOR THE RETURN OF YOUR SECURITY DEPOSIT. AS PER YOUR LEASE, WE HAVE UP TO 30 DAYS, SO YOUR PATIENCE IS APPRECIATED.
3. PROVIDE A FORWARDING ADDRESS. UNTIL WE HAVE IT YOUR SECURITY DEPOSIT RETURN WILL BE DELAYED.

**CLEANING GUIDANCE**

* **HAVE THE PROPERTY AND CARPETS PROFESSIONALLY CLEANED**: GPM can provide you with recommendations. Busy? Let us handle these tasks and take the cost out of your security deposit. Key areas that should be addressed are:
	+ Dust all blinds, window sills, doors, baseboards and behind furniture
	+ Dust all ceiling fans
	+ Clean all rooms thoroughly
	+ Have all carpets professionally cleaned
	+ Clean out all appliances (microwave, fridge, dishwasher, exhaust vent, washer, dryer etc.) and run a cleaning cycle on the oven
	+ Clean out lint traps and behind washer and dryer
	+ Remove any sticky residue from kitchen cabinets and surfaces
	+ Clean out all cabinets and drawers throughout the entire house.
	+ Replace all burned out light bulbs and batteries in any smoke detectors that are not functioning**. A $5 will be charged per bulb or battery** needing replacement.
	+ Check the attic and other storage areas for items you may have overlooked.
	+ Replace air filters in walls or ceilings. Dirty filters will **cost $20 per filter and a $100 fine for failure to replace filters may be charged.**
* **UTILITIES**: Keep utilities on during move-out inspections. Failing to do so will delay the return of your security deposit.
* **LANDSCAPING**: Mow, edge, weed, mulch beds and prune shrubs.
* **TRASH** **AND** **DEBRIS**: Remove ALL trash and belongings and leave the property with empty trash cans. Please do not leave piles of debris on the curb. If a separate trip is needed to return trashcans to the garage **a $75 trip fee will be charged**.
* **DO NOT THROW AWAY ANY PAINT CANS THAT WERE LEFT IN THE HOUSE OR GARAGE.**

Email questions through the tenant portal. Thank you for choosing a Guardian Property Management property.

Regards,

Guardian Property Management