

# Move-Out Information

Move-out time is going to come quick so here is a checklist to help you out.

## UTILITY BILLS:

Contact your utilities and let them know that you are moving out. Please provide them with:

1. Your move-out date – ***this is the last day of your lease.***
2. Your forwarding address to send the final bills for Xcel, Centerpoint & cable/internet services

**For all single family homes in MINNEAPOLIS:** ***DO call in to schedule your move-out date but DO NOT pay your final Water/Garbage bill.*** Angie will pay the final bill and deduct it from your deposits. This speeds up the process in getting your deposits refunded.

FYI: If you have an excessive amount of garbage that will not fit in the garbage cans, please arrange for proper disposal. Do not leave excess garbage on the front lawn or on the side of the garbage can. If you do this, you will be responsible for the cost of removal and it will delay your deposit refund.

**For all single family homes in ST PAUL:** You must pay your final water, garbage and recycling bills and provide proof of payment before your deposits can be refunded.

Xcel Energy: 1-800-895-4999

Centerpoint Energy: (612) 372-4727

City of Minneapolis Water/Sewer/Garbage: [UBCustomer@minneapolismn.gov](mailto:UBCustomer@minneapolismn.gov) (612) 673-1114

## FINAL CHECK-OUT:

- Angie will send you your final check-out time. Early check-outs are possible, but late check-outs are not.
- At your final check-out, at least one person must be present and all keys and garage door openers must be turned in at this time.
- If you notice a repair that is needed, please leave a note for us so that we don't miss it!

**The cleaning list is on the next 2 pages and must be done prior to your final check-out.**

# CLEANING LIST

## Kitchen:

- Dust/Clean off the tops of cabinets & appliances.
- Wipe down fronts of cabinets & appliances
- Wipe down inside of all cabinets & drawers
- Clean insides of all appliances
- Clean countertops, sink & faucet
- Sweep & mop floor
- Wipe down trim and walls

## Bathroom:

- Dust tops of cabinets/mirrors
- Dust light fixtures
- Clean tile, tub, sink , toilet & faucets
- Wipe down trim & walls
- Windex mirrors
- Clean base of toilet, sink, & tub exterior
- Sweep & mop floor

## Common Living Areas:

- Clean out & dust all closets
- Dust stair railings/spindles (where applicable)

## Exterior:

- Be sure yard is clean of garbage
- Be sure yard is free of personal items
- Place garbage cans & recycling bins in their correct spots
- Sweep porches & remove cobwebs
- Don't forget items you have in the garage (if applicable)

## Throughout entire house:

- Windex windows
- Windex glass on doors
- Wipe down interior & exterior doors (remove scuffs & dirt)
- Dust window sills

- Wipe down base trim & trim around windows & doors
- Remove cobwebs
- Sweep & mop where applicable
- Vacuum all carpet
- If there are stains, please spot clean and follow up with a carpet cleaner
- Dust all ceiling fans
- Replace all burned out lights with working bulbs. Please use energy efficient bulbs. If lights are in a difficult place to reach, please leave a lightbulb behind for Matt to put up.
- Rug doctors are available for rent at Home Depot. We will have one reserved as well that you can use free of charge on August 29<sup>th</sup> & 30<sup>th</sup>.

*\*\*If you have any questions or need any recommendations on cleaning products, please call or text Angie: 612.590.5399.*

## **CLEANING YOUR CARPET PROPERLY:**

**We require that all tenants clean their carpet and request that you do it properly:**

- 1. Thoroughly vacuum all of your carpet – along trim and inside closets, stairs, etc (Do this two or more times)**
- 2. Spot clean stains/marks with a Carpet Specific Stain Remover (call Angie if you need to borrow one)**
- 3. Use a rug doctor or steam cleaner WITHOUT any soap/detergent. Be careful not to over-wet the carpet. The goal is to steam and suck out the grime & kill germs, not to soak the carpet.**
- 4. Set up a fan and turn you're A/C to a 68-70 degrees to aid in the removal of the moisture.**