

MOVE-OUT CHECKLIST

Clean your apartment before you leave, so that it is in the same condition as when you moved in, with the exception of normal wear and tear;

- o Refrigerator and freezer;
- o Stove top and oven, and
 - o Stove vent hood must be cleaned inside and out;
- o Kitchen cupboards and drawers must be completely emptied, cleaned and wiped down inside and out;
- o Kitchen and bathroom sinks, tub, shower, all faucets and toilet must be cleaned;
- o Heating duct covers should be wiped down;
- o Vinyl/linoleum floors should be washed and ready for waxing;
- o Carpets should be steam-cleaned;
- o Any holes in the walls should be filled in/spackled so the walls are ready for paint.

If SHIRES HOUSING has to clean your apartment, you will be charged \$35 an hour (rounded up to the next full hour), which will be deducted from your security deposit.

In addition, SHIRES HOUSING expects you to:

- o Remove of all your household possessions and decorative accessories from the property

- o Put only common household bagged trash in the dumpster

No items are to be left anywhere on SHIRES HOUSING property, this includes leaving items by the side of the road.

If any items are left in the apartment or placed in or near the dumpster, SHIRES HOUSING will consider them abandoned property, have them removed and the cost of this removal will be deducted from your security deposit

Make arrangements to STOP or TRANSFER the following services

- o Post Office
- o Cable TV and Telephone
- o GMP (Green Mountain Power)—Make arrangements to TRANSFER the electric account **BACK INTO THE NAME OF SHIRES HOUSING** as of the date you move out.

You must also -

- o Make arrangements with SHIRES HOUSING for return of all apartment keys. You will be charged rent for every day that you retain possession of the keys.

- o Provide SHIRES HOUSING with a new mailing address for your year-end landlord certificate (VT renter rebate) and any other further correspondence that may be required

- o Call Shires Housing office (442-8139) and confirm that you have vacated the apartment so that we can schedule a move-out inspection.