

GG Properties
nwapt.com
Moving Instructions

TO: _____ Apartment # _____

Of: _____

Thank you for your notice of your intention to vacate as of _____ 20_____
Pursuant to Section 20, substitute bill 2226, it is our desire to show your apartment for rental during all reasonable hours whenever practicable, give the tenant twenty four (24) hours notice of managements intention to enter the premises, from this date forward.

It is the tenants obligation to leave the apartment clean and in good condition at the time of vacating as indicated by the tenants inspection report filled out at the commencement of tenancy. The following is a cleaning guide to be used in addition to the inspection report on your rental agreement.

GENERAL AREA

- 1) All marks to be removed from walls, including streaks above the heaters.
- 2) Carpeting and drapes shall be cleaned professionally by the landlord at tenants expense as stated in the rental agreement.
- 3) Windows are to be washed and tracks and grooves cleaned.
- 4) Light fixtures, windowsills, and shelves are to be washed.
- 5) All tile and wood floors are to be cleaned
- 6) Locker area and carport areas are to be cleaned and swept.
- 7) All closets and louvered doors are to be cleaned.
- 8) Balcony deck is to be cleaned and scrubbed.
- 9) Fireplace is to be cleaned.
- 10) All switch plates are to be washed.

KITCHEN

- 1) Refrigerator is to be defrosted and cleaned and turned on low. Do not turn off.
- 2) Range – oven, pans, broiler grills, and shelves are to be cleaned.
- 3) Hood and exhaust fan are to be cleaned.
- 4) Dishwasher and disposal are to be clean and in operating order.
- 5) Cabinets are to have all paper and utensils removed, and shelves cleaned and washed outside.
- 6) Floor around and under refrigerator and stove is to be cleaned.

BATHROOM

- 1) Tile is to be washed and grout cleaned.
- 2) Medicine chest is to be cleaned, including mirror and shelves.
- 3) Tub, basin, showers, and toilet are to be cleaned.
- 4) Mirrors and all fixtures should be free of dust and cleaned.
- 5) Wipe down smudges and/or dust from walls.

BEDROOM & CLOSETS

- 1) Cleaned of all debris, and swept or mopped.
- 2) All trash removed from premises.

STORAGE LOCKER

- 1) All personal items shall be removed.
- 2) Flooring shall be swept or mopped if necessary.
- 3) Remove personal pad lock.

In addition, you should clean your locker and storage areas, notify the utility companies, return your keys and leave your forwarding address with the post office and landlord / resident manager.

The condition of the apartment at the time of vacating shall be inspected by the resident manager. Any necessary cleaning will be charged to the tenant as indicated in the Apartment Inspection report at an hourly rate of \$ _____, plus cleaning supplies.

City ordinances required that the Landlord / resident manager inspect the apartment with the tenant prior to vacating in order to discuss possible damages and / or lack of cleanliness and compare the apartment condition when vacating with the condition it was in when you moved in. Please arrange a time with the manager to make this inspection.

Thanks for your tenancy.
G.G. Properties

Manager's Signature

Date