

ANCHOR M APARTMENTS CHECK OUT PROCEDURES

FILL OUT A TERMINATION NOTICE AT LEAST 20 DAYS BEFORE THE END OF THE MONTH IN WHICH YOU INTEND TO VACATE. REMEMBER YOU ARE RESPONSIBLE FOR RENT UNTIL THE END OF YOUR LEASE.

CARPETS MUST BE PROFESSIONALLY CLEANED-DO IT YOUR SELF MACHINES ARE NOT ACCEPTABLE. IF ANHCOR M NEEDS TO CLEAN CARPETS THE MINIMUM CHARGE WILL BE \$100.

A CHARGE OF \$75 PER HOUR WILL BE CHARGED IF ANCHOR M IS REQUIRED TO DO ANY CLEANING IN YOUR APARTMENT.

PLEASE REMOVE ALL OF YOUR BELONGINGS. AN ADDITIONAL FEE WILL BE CHARGED FOR THE REMOVAL OF ANY FURNITURE OR GARBAGE LEFT IN THE UNIT.

BATHROOM

___ Clean toilet inside and out, scrub bowl, tank and base

___ Clean tub/shower (tub, walls, faucet)

___ Clean sink, faucet, vanity top, mirror, medicine cabinet inside & out

___ Clean vanity cabinet inside and out

KITCHEN

___ Oven/stove-inside and out. Wipe out bottom drawer, replace any or all burner pans if needed, clean under stove top, pull out unit from wall and clean under and behind

___ Clean fridge/freezer inside and out. Remove drawers and shelves to clean behind them, pull unit out from wall and clean under, on top and behind unit

___ Clean microwave inside and out and top shelf

___ Clean cupboards and drawers inside and out

___ Clean counter tops and walls behind sink and stove

___ Clean or polish sink and faucet

___ Wipe off pantry shelves

GENERAL

___ Replace all burned out light bulbs

___ Replace smoke alarm battery if needed

___ Sweep and mop all floors, vacuum carpet.

Be sure to get edges and corners

___ Clean all windows inside and out

___ Wipe down heaters and A/C units

___ Clean ceiling fans and light fixtures

___ Wipe baseboards and walls and doors

___ Clean outlets and light switches.

Leave all original keys and any copies for the door and mail box on the kitchen counter. Lock the door and call the office and let us know you have vacated. Failure to return keys could result in additional rent being owed and fees to change the locks. Make sure you turn in a change of address and get your utilities disconnected. Please know you will be charged for the time the apartment is un-rentable and returned to rentable condition along with any cleaning and repair charges.

THANK YOU FOR BEING A TENANT AND WE WISH YOU THE BEST!