

MOVE OUT CHECK LIST FOR SECURITY DEPOSIT REFUND

Providing that all other Lease provisions are met, the following is a check list of what is required in order to have your security deposit returned.

_____ Sign and date Termination notice 60 Days prior to move-out

_____ Forwarding address and phone number provided on Lease Termination sheet

KITCHEN

_____ Counters wiped clean & sink scrubbed

_____ Cupboards emptied, shelf paper removed and cupboards/drawers cleaned

_____ Refrigerator emptied, cleaned and odor free (**do not unplug or turn off**)

_____ Stove, oven and hood cleaned and free of grease

_____ Dishwasher emptied and cleaned

BATH/LAUNDRY AREA

_____ Completely clean all fixtures, floors, wall tile or tub enclosures & toilets

_____ Dryer lint filter is to be emptied and washer & dryer needs to be cleaned

LIVING ROOM/BEDROOMS

_____ Dust baseboards & window sills

_____ Vacuum floors

MISCELLANEOUS

_____ Storage Closet must be emptied, cleaned and patio swept

_____ Wash ALL interior of windows

_____ Clean all light fixtures and make sure that all bulbs work

_____ Walls should be dust free & free of cob-webs

_____ Return all keys AFTER all the above is completed

_____ Return all mailbox keys to the post office (except for Cumberland Court Tenants)

- ** SunnyHill Properties will call the Boro regarding the utilities, once you have vacated
- ** SunnyHill Properties will schedule for professional carpet cleaning which will be deducted from your security deposit. (per your lease)
- ** SunnyHill Properties will schedule for any painting/patching necessary and, if applicable this charge may be deducted from your security deposit

Please list any repairs or problems that you are aware of in your apartment
