

# Palo Verde Apartment Move-Out Procedures

**MOVE-OUT DATE:** Residents are required to vacate no later than **5:00PM** on the move-out date indicated on the vacate paperwork.

The apartment/room must be completely vacant at that time, including the garage when applicable. The resident will be charged for removal of any furniture, personal belongings and other miscellaneous items left in the apartment, including items that are to be sold or given away to friends, roommates, incoming residents, etc. All items must be removed by 5:00PM on the move-out date. Items left will be bagged, tagged and stored for 90 days, unless otherwise identified as trash. Storage fees may apply.

**KEYS: ALL KEYS MUST BE RETURNED TO THE PALO VERDE HOUSING OFFICE NO LATER THAN 5:00PM ON THE MOVE OUT DATE.** If a resident vacates the unit prior to the date specified on the move out paperwork ALL keys must be returned by 5:00PM on that day. Residents are responsible for payment of rent until ALL keys are returned to the Palo Verde Housing Office. If residents move-out on Saturday or Sunday, place ALL keys in a sealed envelope with the apartment number listed on the

front. Deposit into the drop box by the front door of the Palo Verde Office.

**INSPECTION:** Pre-move-out inspections are typically scheduled 2 weeks prior to the resident's move-out date. It is not necessary for residents to be home. The pre-move-out inspection checklist will be left for resident indicating items that must be cleaned prior to them vacating the unit. A final inspection is performed on the day of move-out or once ALL keys have been returned and checked in.

**ROOMMATES:** In shared apartments it is the responsibility of all the roommates to ensure that the commons areas are clean. Therefore it is suggested that the vacating resident inform the remaining resident(s) of his/her intent to vacate. We recommend that roommates share the cleaning of the common areas (bathroom, kitchen, living room, dining room, hallways) since these areas are shared by all residents in the apartment. However, if these areas are **not** cleaned by the final inspection, each contract holder in the apartment including the vacating resident will be billed equally for any damages and/or cleaning charges. The vacating resident is solely responsible for the condition of his/her bedroom.

**CLEANING:** The following information is provided to help you prepare the apartment for the move-out inspection.

KITCHEN:	CHARGES
• Stove/oven - inside oven, oven racks, top and outer surfaces of stove, burner bowls, vent hood.....	<b>\$25.00</b>
• Refrigerator/freezer - inside, including shelves and drawers, top and all outer surfaces.....	<b>\$25.00</b>
• Sink, including faucets fixtures.....	<b>\$10.00</b>
• Cabinets/drawers - inside, top and all outer surfaces.....	<b>\$10.00</b>
• Counter top.....	<b>\$10.00</b>
• Windowsill (where applicable).....	<b>\$20.00</b>
• Floor.....	<b>\$10.00</b>
Suggested cleaning products include stainless steel cleaner for sink and burner bowls; all-purpose cleaner (e.g. 409) for cabinets, drawers, countertops, refrigerator/freezer, stove and vent hood; oven cleaner (e.g. <i>Easy Off</i> ) for the oven; and <i>Simple Green</i> for the floor.	
BATHROOM(S):	CHARGES
• Sinks, toilet, bathtub/shower (including drain and enclosure), all faucets.....	<b>\$10, \$10, \$20</b>
• Mirrors and medicine cabinets.....	<b>\$10.00</b>
• Cabinets/drawers - inside, top and all outer surfaces, counter top.....	<b>\$10.00</b>
• Floors.....	<b>\$10.00</b>
Suggested cleaning products include non-abrasive bathroom cleaners (e.g. <i>Lysol foaming bathroom cleaner</i> ) for the tub/shower and sinks; all-purpose cleaner (e.g. 409) for cabinets, drawers, countertops; floor cleaner (e.g. <i>Simple Green</i> ) for floors.	
BEDROOMS, LIVING ROOM, DINING ROOM, HALL AND ENTRY WAY AREAS	CHARGES
• Vacuum carpet in all rooms including inside closets • Clean closet shelves, baseboards, wall heating units, windows and windowsills • Additional charges may be assessed due to damages to carpet, walls, doors, etc. <b>There is a \$25.00 charge per bag of trash left behind.</b>	
All-purpose cleaner is suggested to remove stains and fingerprints on doors/door frames. Do not attempt to clean or patch painted walls.	

**DEPOSIT:** A forwarding address is required for mailing the deposit refund. Please allow approximately three weeks to receive the refund check. Any damages, cleaning charges, or fees for un-returned keys will be deducted from the deposit. Any charges exceeding the amount of the deposit will be billed to the former resident.

NAME: \_\_\_\_\_ APT: \_\_\_\_\_ MOVE-OUT DATE: \_\_\_\_\_

I have read and understand the above Move-Out Procedures. ***I understand that ALL keys must be returned by 5:00PM on the day of my move-out or I will be charged the daily rate for my unit until ALL keys are returned.***