

Tenant Move-Out Instructions

We hope that you have enjoyed your time with KD Properties. Your lease ends at 8am on July 27, 2023. The following are some instructions to help make the move-out process go smoothly. Please feel free to call (319-471-3723) if you have any questions about the process.

- KD properties will contact you and arrange a check-out time and inspection prior to 8 am on July 27th.
- At least 1 tenant must be present at the check-out inspection
- If additional cleaning is required then the tenants must be available to complete any additional cleaning within 2 hrs of the inspection. If the cleaning cannot be completed during that time, KD Properties will make arrangements to finish the cleaning and charge the tenant the hourly cleaning rate.
- The cleaning rate is \$55/hr for any additional cleaning identified during the check-out inspection.

Deposit return:

The deposit will be mailed within 30 days of the end of the lease.

- The deposit will be returned as one check to the person you designate. This person will disperse the funds to the rest of the roommates and should fill out the attached form to provide information regarding the return of your deposit. <https://forms.gle/UufvGC3XUs6o8tyY7>

• Other Important information

1. All keys must be available at check-out.
 - a. If any keys are missing we will charge the tenant time and materials for replacement of the locks.
 - b. The Bedroom doors should not have “keyed” door knobs. Any “keyed” door knobs on the bedroom must be replaced with a bed/bath knob or you will be charged time and materials for KD Properties to change the knob.
 2. The water, gas, & electricity must remain on and in your name through the end of your lease.
 3. All trash and personal items must be removed from the house.
 - a. The trash cans outside of the house must also be empty.
 - b. No items (furniture or trash) are to be left at the curb or you will be charged \$55 per item or bag for removal and disposal.
 - c. A dumpster will be available for your use July 26 – please contact us for the location if you would like to use.
 4. Replace any light bulbs that are burned – with **60W replacement LED Daylight bulbs** out as all lights must be working at checkout. Tenant will be charged for the replacement of any burned-out bulbs.
 5. All smoke and CO alarms must be in place and working at check-out. Tenant will be charged for replacement and labor to install missing smoke alarms and batteries.
 6. The house or apartment must be clean and in move-in condition for the new tenant.
- Please refer to the attached cleaning guide and pay special attention to the typical problem areas listed below:
 - Dirty stove and oven – must clean beneath the stove
 - Dirty window sills
 - Dirty refrigerator – must also clean behind and beneath the appliance
 - Dirty bathrooms
 - Dirty kitchen cabinets and drawers
 - Trash cans must be left empty – you will be charged for disposal if full trash cans are left at the property.

Please call 319-471-3723 if you have any questions.

Cleaning Guide:

- A. All personal items need to be completely removed from the premises including house, basement, and garage (if applicable)
- B. All walls need to be wiped down with soap and water. Cleaning spray will need to be used around light switches, door handles, outlets, etc.
- C. All toilets, sinks, bathtubs, and showers must be completely cleaned with appropriate cleaner so that all mold, mildew, rust, and lime is completely removed in and all around the fixture, including all bases around the floor or wall.
- D. All non-carpet flooring must be swept, vacuumed, and mopped clean with **soap and water**. Do not use any cleaning chemicals on the hard wood floors
- E. All laundry appliances need to be emptied and wiped clean inside and out. Dryer vents and filters need to be cleaned of all lint.
- F. All kitchen appliances need to be emptied and cleaned with disinfectant spray and oven cleaner, inside and out and around all liners.
- G. All closets must be emptied and all shelving wiped off with cleaning spray and dust cloth.
- H. All kitchen cupboards and drawers must be emptied and wiped with cleaning spray.
- I. Completely clean underneath all appliances, first with a broom and then a mop.
- J. Clean all trash from the yard, under the porch, under the steps and out of the garage (if applicable).
 - Do not leave trash in the garbage cans.
 - All Bags of trash are to be taken with tenant unless trash day is the day of move-out.
 - KD properties will have a dumpster available. Contact us and we will let you know the location.
- K. NO items are to be left at the curb. Any items left at the curb will be disposed of by KD properties.
- L. Sweep out all basements, garages, and porches (if applicable)
- M. All stove burners and drip pans must be soaked in water with a cleaning solution and soap, then scrubbed cleaned (or replaced with new) before attached back to cleaned stovetop. It is typically easiest to just replace the pans.
- N. All cobwebs must be removed from ceilings, doorways, closets, basements etc.
- O. All nails, picture hangers, adhesives, etc. used for wall hangings, posters, etc. must be removed completely, covered over and painted to match existing wall color.
 - **Do not try to match the paint yourselves.** KD Properties will provide the paint for touch-up painting.
 - Any painting or repairs done by KD Properties will be billed at a rate is \$55/hr.
- P. All faucet handles and spigots need to be wiped clean of lime and soap.
- Q. All furnace vents must be dusted and wiped clean.
- R. Garbage disposals need to be cleaned out and completely operable to be replaced at Tenants' expense.
- S. All light bulbs are to be working or replaced with 60 W LED Daylight bulbs before leaving.
- T. All screens must be in the windows. Tenants will be charged time and materials for replacement of missing screens.
- U. All smoke alarms and CO detectors must be in place and working at move-out