



"Your home is our priority"

## CHECK-OUT INSTRUCTIONS

We enjoyed having you as a tenant and hope your transition period goes smoothly. We realize moving is a busy time and want to thank you, in advance, for leaving your apartment in the same clean condition as you received it when you moved in. Please reference the checklist below when preparing your apartment for move-out.

After you have removed your belongings and vacated the premises, please return all keys provided at move in and any copies made during your tenancy. If you have questions regarding your move out, please notify us in writing prior to the lease termination date. If your apartment is found to be in satisfactory condition, your security deposit (less any amounts owed for rent, repairs, utilities, or certain other items) will be forwarded to you at your new address within twenty one (21) days, as required by law. Please be advised that you are responsible for any damages not noted on your original check-in form. Damage to the premises and costs associated with carpet cleaning or painting (beyond normal wear and tear) will be deducted from your security deposit. If we are required to do follow-up cleaning and/or repairs for any items listed below, deductions will be based on a rate of \$85.00 per hour plus the cost of materials. Outside vendor rates and charges may also apply when necessary to restore an apartment to a rentable condition.

In order to ensure a full security deposit refund, please give thorough attention to each of the items below. We appreciate your efforts to leave the apartment in the same condition as it was when you moved in. If you have any questions, please feel free to contact us at your convenience.

### GENERAL

- Frequently, we find that tenants underestimate the amount of time it takes to do a thorough cleaning before they vacate. **Please be sure to allot adequate time to clean your apartment properly.**
- Please be careful not to damage the apartment when moving furniture. Floors, walls, and light fixtures are most susceptible to damage during move-outs.
- Change your address with USPS. We will not be responsible for your mail.
- Stop all services and deliveries for newspapers, magazines, and electronic rent payments.
- BTM Properties will schedule final meter reads for Madison Gas & Electric and Madison Municipal Services.  
**\*Tenants are responsible for all utilities until the final day of their current lease term.**
- If you have cable, satellite TV, or internet, please arrange for disconnection and remove your equipment.
- Make sure to leave a forwarding address with BTM Properties. Complete and return your enclosed Intent to Vacate form. Your check out time must be no later than **NOON** on the termination date of your lease.
- Your final Madison Municipal Services bill will be deducted from your security deposit, a copy will be provided.
- Clean walls, trim, flooring, and ceilings. Remove cobwebs and pet hair. Don't forget to clean the laundry room, closets, and outside storage sheds thoroughly. Please fill small wall holes with spackle.
- Smoke alarms and carbon monoxide detectors should be in place and working.
- Please leave all apartment **keys** (provided or copied) on the kitchen counter or return them to BTM Properties.

### KITCHEN – Inadequate kitchen cleaning is a common security deposit deduction.

- The range should be washed on all sides and free of grease and food. Remove and clean knobs, drip pans (replace if needed), burners, racks, and oven drawer thoroughly. Clean the stove hood and fan filter. Most stovetops lift up for easy cleaning. Use your oven's self-cleaning feature or Easy-Off oven cleaner for build-up.
- The refrigerator/freezer should be emptied, washed inside and out (including shelves and underneath drawers). Set refrigerator and freezer to low (do not turn off completely). Tenants will be billed for any broken parts.
- The sinks and plumbing fixtures should be cleaned and free of lime and soap scum build-up. A combination of Comet and Clorox or bleach works well. Make sure the garbage disposal is empty and working properly.
- Wipe the cabinets and counter tops inside and out. Remove any contact paper.
- The floors should be swept and thoroughly mopped. Wipe floor baseboards and entry doors.
- Wipe the walls, light switches, and fixtures and replace burnt out bulbs.

## **DINING/LIVING ROOM**

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- Wipe the ceiling fan/light and switches. Dust the blades, wash the globes, and replace burnt out bulbs.
- Floors should be swept/vacuumed and thoroughly mopped.
- Clean the windows inside and out, including the sills, tracks, screens, and blinds.
- Dust and wipe the heat/AC unit, registers, and baseboards.
- Remove nails and hooks and fill wall holes with spackle.

## **BATHROOM - Inadequate bathroom cleaning is a common security deposit deduction.**

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- The tub, surround, and plumbing fixtures must be cleaned and free of lime and soap scum build-up. A combination of Comet and Clorox Clean Up or bleach works well.
- Clean the ceiling fan/cover and light fixtures.
- Wipe the walls, tile, sink, vanity and drawers, medicine cabinet, and mirrors thoroughly.
- The toilet should be cleaned inside and out and free of lime deposits.
- Sweep and wash the floor.
- Towel racks, shower rod, and other bath hardware should be intact and cleaned.

## **BEDROOMS**

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- The floor and carpets should be vacuumed and cleaned thoroughly.
- Dust and wipe the walls, registers, baseboards, and entry doors with soapy water.
- Wipe down the closet and entry doors, floor tiles, trim work, and shelving.
- Clean the windows inside and out, including the sills, tracks, screens, and blinds.
- Wipe the ceiling fan/light and switches. Dust the blades, wash the globes, and replace burnt out bulbs.

## **ENTRY WAY, HALLWAY AND UTILITY ROOM**

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- The floor, ceilings, and carpets should be swept/vacuumed and free of cobwebs/debris.
- Wipe the interior and exterior of the closets, including shelves, trim, and doors.
- The area under the stairs, baseboards, and doors should be dusted and wiped clean.
- Light fixtures, fans, and switches should be wiped down and burnt out bulbs replaced.
- Wipe down the washer and dryer and empty the lint trap.
- Other appliances such as the dehumidifier and water softener should be wiped down.
- Water heater should be wiped down and set to low.
- The furnace and filter should be cleaned. **The furnace should remain on during the winter months.**

## **YARD AND STORAGE SHEDS**

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- The yard should be mowed and free of debris, trash, broken tree limbs, pet/yard waste, and personal items.
- Repair any damage caused by your pets. Use topsoil in the yard to fill holes and repair bare areas caused by heavy use or urine burn from your pets. Spread grass seed and water frequently or as needed.
- Snow and ice must be removed in accordance with our removal policies until the end of your lease term.
- Sweep and hose down the deck, patio, entryways, fire-pit area, and sheds.
- Storage sheds should be cleaned and swept. Remember to remove all personal items, including your locks.
- Driveway must be free of oil, anti-freeze, and other compounds. Degreasing products may be necessary.
- Please place any landscaping rocks on the lawn, back in the rock beds.
- Trash and large items should be placed at the curb in accordance with city ordinances. **Tenants are not allowed to place refuse at the curb until twelve hours before the scheduled pickup day.** Tenants are responsible for placing stickers on items as required by city ordinances. Please purchase at any local library.

Sincerely,

BTM Properties