



Aetna Properties requires a 30-day written notice of your move-out date. Upon proper notice, please use the following checklist to prepare your property prior to checkout.

## **MOVE-OUT INSTRUCTIONS**

### **Carpet Cleaning**

Tenants are responsible for maintaining carpets and flooring at their own expense. Tenants will not be reimbursed for machine rentals or for hiring any outside cleaning service.

### **Replacements**

Tenants are responsible for any missing or non-working light bulbs (including appliance bulbs), filters and smoke detector batteries. To avoid added fees, please ensure these items are replaced and in working order.

### **Pest Control**

If ants, spiders, cobwebs, etc., are found upon inspection of the property, fees for minimum insect control will be passed on to tenant.

### **Draperies**

DO NOT machine wash draperies. Please have draperies professionally dry-cleaned only if excessively soiled or water damaged (e.g. open windows, etc).

### **Landscape**

This applies to any outside areas specified in your contract. Applicable areas are to be neatly mowed, trimmed, pruned, fertilized and watered. All trash and debris must be removed, and any animal feces picked up (whether or not you have an animal).

### **Trash**

Do not fill dumpsters with furniture, mattresses, box springs or any personal items. Trash exceeding normal pickup must be hauled away. Hauling fees for any items or debris left behind will be passed on to tenant.

### **Paint**

DO NOT putty, spackle, or touch up paint. If you paint and it does not match the existing paint, we will need to retouch these areas and must pass the expenses on to you.

### **Cleaning**

The property must be cleaned extensively throughout the interior and the exterior. This includes windows inside and out, window tracks and sills, doors and door casings, mini-blinds, window coverings, inside and out of all appliances, light fixtures, ceiling fans, shower doors and tracks, heater panels and vents, and any areas with mold/mildew. Tenants are also responsible for cleaning and sweeping out storage closets, garage or carport, balconies and/or patios.

### Kitchen

Clean inside/out of refrigerator (remove shelves/crisper and clean behind/underneath)  
Clean inside/out of cabinets and drawers  
Clean and check disposal and dishwasher  
Clean stove top, burner grates, drip pans and under stove top  
Clean oven, racks, broiler pan and control knobs  
Clean hood fan and wall behind stove  
Clean sink, faucet and under sink  
Clean floor and baseboards  
Wash down walls, doors, casings and ceiling  
Clean windows, tracks, light fixtures and blinds

### Living Room/Dining Room

Vacuum carpet  
Dust baseboard and wash switch plates  
Wash down walls, doors and casings  
Clean windows, tracks, blinds and light fixtures  
Clean heater covering

### Bathrooms

Clean tub/shower, walls, faucets, door and track  
Clean toilet bowl and tank  
Clean inside and out of cabinets and drawers  
Clean sink, faucet, mirror and/or medicine cabinet  
Clean floor and baseboard  
Wash down walls, ceiling, doors and casings  
Clean windows, tracks, light fixtures and blinds  
Clean fan and wash switch plates

### Bedrooms

Vacuum carpet  
Dust baseboard, wash switch plates  
Wash walls, doors and casings  
Clean windows, tracks and blinds  
Clean light fixtures  
Clean closet doors and shelves

### CHECKOUT:

On the final day of your move-out, the property should be clean and vacant. Prior to vacating, please call Aetna Properties, Inc. at 503-699-4732 to notify us that your move-out is complete. To avoid incurring additional costs, it is necessary to give full possession to Aetna Properties, Inc. Therefore, leave all keys (property/unit, mailbox, laundry room, remotes) in a drawer in the kitchen, and provide or mail to our office your forwarding address and telephone numbers.

If you have any questions regarding the move-out instructions, please call our office. We appreciate your timely notice and your attention to detail during your move out. Please keep us in mind the next time you or your friends are shopping for housing.