



MOVE-OUT INSTRUCTIONS

Property Address: _____

Apt #: _____

Property Contact: Girard Management Inc. (GMI)

Dear Resident(s): _____

We understand that you will be vacating the Leased Premises. As the term of your lease comes to an end we would like to make you aware of the procedures associated with moving out of your apartment. Please carefully review the information below and contact our office with any questions.

Check-out Procedures:

1. Your lease ends on _____ **at 12PM, noon**. This means that the rental property MUST be empty of ALL personal belongings, in ABSOLUTE clean condition as described by the Move-Out Cleaning Checklist below and all keys, garage door openers, and parking passes returned to the landlord. If you do not vacate your residence, garage, and storage areas by this time, you will be charged a late move-out penalty of \$50 per hour, until you are fully moved out.
2. Make sure your account with us has a ZERO (\$0.00) balance.
3. Report any and all damage of the rental property in writing, to GMI.
4. Forward your mail with the US Postal Service. Any mail delivered at your unit will not be forwarded by our office.
5. Call two weeks prior to move-out to schedule a Move-Out Inspection. You have the right to be present during the inspection, but your presence is not required.
6. Tenants are required to disconnect all utilities. GMI will not be responsible for any utility bills that are not disconnected upon your vacating the unit. Service must remain in tenant's name until lease end date.
7. All cleaning must be completed prior to doing the Move-Out Inspection.
8. Turning in your keys surrenders the property to GMI. Be sure that all items have been removed from the property. Any contents left behind will not be stored or forwarded to you.

Apartment Inspection & Showings

1. We ask that you cooperate with the showing of the residence for re-rental; keeping it in presentable condition. GMI will notify you with a reasonable amount of time before a showing. You do not need to be present during the showings.
2. Once your notice to vacate is received, Management will call to inform you of a pre-move out inspection of your apartment. This is to ascertain any work that may need to be done before or after your move-out.
3. Maintenance will also need to check your apartment for any repairs or replacements prior to your move-out date.

Security Deposit Return

1. Your security deposit CANNOT be used as the last month's rent. You are required to pay rent when it is due and in accordance to the terms of your lease.
2. All keys, garage door openers, parking tags, forwarding address etc., must be left with the office in order to return your security deposit and CRP.
3. A cleaning check list is attached. Failure to adequately clean the unit will result in deductions from your security deposit. Extra painting, or treatments to remove stubborn odors from tobacco, cooking, or pets are NOT considered normal wear and tear and may result in additional charges.
4. Security deposits are returned within three weeks after the tenant has surrendered the rental property to the landlord and the landlord has received the tenant's forwarding address.
5. Do NOT leave unwanted items in your residence or common areas. You will incur a charge to remove any personal property from your apartment. Please inform the office if you have any large items or furniture as we will need to arrange an extra pick up. Large items or furniture removal will be charged to the tenant. If we are not told of large items and furniture left by the dumpsters, the tenant will incur a charge of three times the amount of removal.

Security Deposit Charges

The charges below plus labor will be assessed as needed and deducted from your deposit. These are the most common charges, but do not encompass all. Labor related to the material charges will be additionally assessed and deducted from your deposit. If the unit is not cleaned to the standards listed below in the Move-Out Cleaning Checklist, the resident will incur an automatic fee of \$100, plus the cost to clean the apartment at \$25 per hour.

Security Door Key	\$100	Closet Door	\$Cost\$
Apartment Key	\$25	Door Closer	\$80
Mail Key	\$15	Shower Rod	\$25
Laundry/Storage Key	\$20	Toilet Seat	\$25
Lock Replacement	\$75	Towel Bar	\$30
Garage Opener	\$50	Medicine Cabinet	\$Cost\$
Smoke Alarm	\$50	Bathroom Mirrors	\$Cost\$
Incandescent Bulbs	\$3	Garbage Disposal	\$100
Fluorescent Bulbs	\$10	Range Hood	\$75
Candelabra Bulbs	\$5	Range Hood Filter	\$15
Ceiling Light Fixtures	\$55	Range Drip Pan	\$8
Ceiling Fan	\$100	Range Burner	\$20
Patio Screen Rescreen	\$80	Refrigerator Shelf	\$85
Patio Screen Replacement	\$150	Refrigerator Drawer	\$85
Vertical Blinds – Patio	\$120	Carpet	\$Cost\$
Vertical Blinds – Window	\$80	Vinyl or Plank	\$Cost\$
Mini Blinds	\$40	Countertop	\$Cost\$
Entry Door Replacement	\$Cost\$	Furniture Disposal	\$75/piece
Interior Door	\$Cost\$	Property Disposal	\$Cost\$

Office:

2937 Lyndale Ave S #301
 Minneapolis, MN 55408
 612-377-2792 & 612-377-2750 Fax

Mailing Address:

PO Box 8720
 Minneapolis, MN 55408



MOVE-OUT CLEANING CHECK LIST

The following items are necessary in order to receive your full security and damage deposit back. If these items are completed, and there are no damages, unpaid late charges, or delinquent rents, your security deposit, plus interest as required by statute, will be forwarded to your new address, or other forwarding address, which you provided to GMI in writing.

- WALLS** must be clean. Remove any nails, tape or stick-ups from walls (be careful not to damage sheet rock). A mild solution will remove ordinary dirt, grease and marks. Large holes in walls or ceiling will be repaired by us, and the cost will be charges to you. Please do not fill your own nail holes, we will handle this item. Wipe down walls and remove any cobwebs.
- FLOORS** must be absolutely clean. Sweep and mop non-carpeted floors. Vacuum carpets and make sure all trash is removed. If we have to scrub floors, remove excess wax, or spot clean bad carpet stains, the labor cost will be charged to you. Clean baseboards, and baseboard heaters.
- CLOSETS** must be emptied; completely washed and particular attention should be given to scuff marks. In addition, door tracks and bi-fold doors must be wiped clean.
- KITCHEN CABINETS** must be clean inside and out. Make sure all hardware is cleaned. Clean counter/bar tops and remove any stains. Burns, scratches, and chips will require the entire counter-top replacement.
- REFRIDGERATOR** must be absolutely clean and any freezer defrosted. Clean outside and inside thoroughly, removing all debris and stains. Remove the drawers and clean inside and well as under them, then put them back in place. Plus turn dial to off and leave the doors open. Wash the outside and top of fridge. Make sure to use to correct cleaner for a stainless appliance.
- STOVE** must be clean and all parts must be free from grease and splash. Clean under stove burners, control knobs, stove top and backsplash (if entire stove top lifts up, clean underneath as well). Clean stove rings, drip pans (if applicable), and replace if necessary. Remember to pull out and clean inside and under bottom drawer of stove. The vent hood above the range must be cleaned top and bottom, bulbs replaced, and the filter washed out. Use the correct cleaner for stainless and flat top stoves.
- AIR CONDITIONER** filters and the front of wall air conditioner units must be clean.
- BATHROOM** floors and fixtures must be clean. Rinse thoroughly and dry all fixtures. Thoroughly clean the bathtub and/or shower stall and the tile around the bathtub. Remove all molds, mildew and soap scum. Clean toilet bowls, lids, tank, and base of toilet. Clean shower head, all faucets, medicine cabinets, mirrors, ceiling vent and shelves.
- FIREPLACES** must be cleaned out and you should use your vacuum cleaner to remove excess dust and dirt.
- LIGHT FIXTURES** and chandeliers must be washed clean and proper wattage working bulbs must be in place. Clean ceiling fan, globe, and blades, and carefully dust or vacuum ceiling around fan.
- HEAT VENTS** must be cleaned.
- WINDOWS** must be washed on the inside, sliding tracks, sills, screens, and blinds, must be cleaned.
- PATIOS** must be cleaned and all debris removed.
- STORAGE ROOMS** must be completely emptied, cleaned and swept.
- REFUSE** and unwanted items must be removed from the apartment and placed in the proper refuse containers. Any large items (couches, TVs, chairs, etc.) cannot be disposed of at the apartment. The office must be contacted for removal.
- MISC.** Make sure ALL fire prevention alarm/detectors are hooked up properly and are working. Clean decks, patios, porch stoops, front porch area, and exterior doors.

In general, all items checked on your Move-In/Move-Out Form when you moved in need to be present and in good repair when you vacate or you will be charged to repair or replace them. Turn keys in to the office so GMI knows you are officially out of the apartment. Good luck in your new home!