

TENANT MOVE OUT INSTRUCTIONS

Tenants are required to give a 30 day written notice prior to vacating the property.

Cornerstone Real Estate Management wants their tenants to have a smooth transition moving from one of the properties they manage. We are sorry to see you move and as always, appreciate your business.

The following are instructions regarding the move out procedures. The purpose of these instructions is to help make your move out more clear and organized. If you have any questions, please contact us @ 616-741-9600.

An inspection will be done only after all your personal property has been removed and you have cleaned the property. At that time you need to take all your house keys, garage remotes, mailbox keys (if applicable) to our office. Please note, we consider you still living at the property until all the keys are returned. Rent will be charged until Cornerstone Real Estate Management receives keys and garage door remotes, do not leave keys at the property when you leave. You will not be able to re-enter the property after all keys have been turned into our office.

The checklist below is not all inclusive and is meant to be used a guide in cleaning your unit. The rental agreement signed at move-in stipulated the property be returned in the same condition received and ready for the next tenant to move-in. You will need to give us your forwarding address when you drop off your keys. If you vacate the property prior to the end of the lease term, you will still be responsible for the rent during the remaining time of the lease.

<p><u>Clean:</u></p> <ul style="list-style-type: none"> • All Appliances (top to bottom, inside & out, under) • Stove hood filter • Cabinets (under sink too) inside & out • Windows covering (mini blinds, draperies) • Light fixtures • Wipe down all walls, plug & switch covers. • Bathrooms (showers, toilet, sink, mirrors, tubs) • Windows inside & out • All hard surfaced floor (wood, tile, vinyl, laminate) • Dust all (woodwork, doors, baseboards, window sills) • Remove cobwebs from ceiling • Clean or replace stove drip pans • Clean oil spots and sweep garage <p><u>Professionally Clean:</u></p> <ul style="list-style-type: none"> • All Carpets (copy of invoice must be sent to management office). <p><u>Install:</u></p> <ul style="list-style-type: none"> • New furnace filter • Working light bulbs in all fixtures. • Install all screens on windows • Batteries in all smoke detectors 	<p><u>Remove:</u></p> <ul style="list-style-type: none"> • All personal belongings (including clothes hangers & cleaning supplies). • All trash • All belonging off (patios, decks, basements, garages). • All nail & wall hangers <p><u>Possible estimated charges you may incur (may be more then listed depending on unit):</u></p> <ul style="list-style-type: none"> • Light bulbs - \$5.00 per bulb • Capet Cleaning - \$200.00 per unit • Clean unit - \$250.00 • Drip pans - \$5.00 each • Furnace filter - \$10.00 • Garage door remotes - \$50.00 • House & mailbox Keys -\$25.00 • Window blinds - \$50.00 • Window screens - \$30.00 • Labor Cost: - \$45/hour <p><u>Schedule:</u></p> <ul style="list-style-type: none"> • Final trash pick-up • Utilities to be transferred back to owner <p><u>Other Item:</u></p> <ul style="list-style-type: none"> • Get forwarding address, keys & contact #'s to management company
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Thanks again for choosing to rent from Cornerstone!