

CHECK-OUT PROCEDURE

This Check-out Procedure will be sent to Tenant by either mail or email to any one of the Tenant members approximately three weeks before the lease termination date. Tenant agrees to follow the instructions therein in order to have a smooth move-out process.

C1. Notify Landlord in advance of your exact moving date. Provide a forwarding address in writing for the contact person in your group. Landlord will only send one check with all Tenants' names, unless all Tenants write an authorization for Landlord to pay the check only to one person. Return all keys (including mailbox keys) to the Landlord when you vacate the premises or leave the keys in the rental unit. A **\$75.00** charge per lock (cost of mailbox lock or special locks may vary significantly) will be levied if all keys are not returned to the Landlord by the lease ending date.

C2. All floors must be cleaned free of spots. Carpeting must be professionally steam-cleaned and free of spots. Receipt from professional carpet cleaning company must be furnished to Landlord by the lease ending date. Carpet must be the last item to be cleaned prior to vacating the unit. Do not enter your unit after the carpet has been cleaned. Hardwood or tile floors must be cleaned and waxed. Windows must be washed on the inside. If Tenant fails to clean the carpet or floor, Landlord will hire a local professional to do the work and charge Tenant the professional's fee plus an administrative fee of 15 % or \$15 minimum.

C3. All furniture must be clean (vacuumed, dusted and polished), all draperies must be dry-cleaned and blinds must be cleaned, if the furniture, draperies, and blinds are provided by Landlord. The receipt for dry-cleaning must be submitted to Landlord. All light fixtures, light switches, doors, and radiators must be cleaned. Smoke detectors and fire extinguishers must be in working condition. All light bulbs must be burning and all globes cleaned.

C4. Kitchen appliances, cupboards, and counter must be cleaned. Stove, microwave, refrigerator, freezer, dishwasher, windows, and exhaust fan must be thoroughly cleaned. **DO NOT turn off refrigerator.** Simply turn to warmest setting after defrosting and cleaning. Remove all personal effects, food and trash. Exterior of the Leased Premises must be clean and free of debris and lawn must be mowed and/or sidewalks free of snow and ice, if this applies to your lease.

C5. If the leased premises is heated with oil or propane, and Tenant pays for heat and heating fuel. The oil tank shall be filled at the beginning of the lease term by Landlord. Tenant shall be responsible for filling the tank at the end of the Lease term.

C6. All wood work and trim around windows, doors and floors must be washed thoroughly. Bathtub or shower, sink, toilet, medicine chest, and ventilation fan must be clean. Do not patch up nail holes yourselves without Landlord's permission. Charges may be incurred by failing to obtain Landlord's permission. Dirt and other marks on walls that were painted at move-in are not considered normal wear and tear and should be scrubbed clean or Tenant will be charged for painting.

C7. Tenant will be charged an account handling fee of \$50.00 per account if: **a)** Tenant fails to notify the Telephone Company and TV cable company about the date of disconnecting service; **b)** Tenant fails to have final meter read on electricity, and/or gas, if applicable, at the lease termination or fails to inform the utility companies about your forwarding address; **c)** Tenant fails to pay all applicable utility charges up to the final day of the lease agreement; **d)** Tenant closes utility account(s) before the lease ending date. For any utility bill that Tenant is responsible for must remain under Tenant's name until the exact lease expiration date. At no times during the lease should any utilities be disconnected.

C8. Before Tenant moves in, all rental units are professionally cleaned with a call-back service. The cleaning people will come back for any unclean areas found by Tenant within 48 hours after move-in. It is expected that the rental unit will be cleaned to the professional standards when Tenant moves out. **In case the move-out cleaning does not meet the professional standards, Landlord reserves the right to hire professionals to re-clean the premises at Tenant's cost.**

C9. Charges will be made against your security deposit if the above procedures are not followed. Also, all damages beyond normal wear and tear will be deducted from your security deposit. A fifteen percent (15%) administrative charge will be made on all security deposit deductions.

C10. If properties belonging to other people, businesses, organizations, or the municipality, such as street signs, are found in the premises, Tenant will be charged the cost for returning these properties to the owner(s).