



# CENTURY

SALES AND MANAGEMENT CO.

Dear Resident:

The following is a list of items which will need to be completed before your move-out date. While this list is not complete, it will assist you in preparing your apartment for our final inspection.

**ALL KEYS MUST BE RETURNED TO OUR OFFICE BY THE LAST DAY OF OCCUPANCY!** Any keys not returned will result in changing the locks at your expense. Please notify the post office well in advance of your forwarding address.

**HOLDOVER REMEDIES** – If the tenant remains in possession without the landlord's consent after the expiration term of the lease, the landlord may legally recover up to three months rent and reasonable attorney's fees.

**Contact the utilities Order Department (LES: 475-4211, People Natural Gas 1-800-303-0752, Lincoln Water System 441-7551) to inform them of your move-out date. YOU ARE RESPONSIBLE FOR ANY UTILITY CHARGES UP TO AND INCLUDING YOUR LAST DAY IN THE APARTMENT. DO NOT TURN OFF THE HEAT** – HAVE THERMOSTAT SET AT 50 DEGREES TO PREVENT PIPES FROM FREEZING.

If you move out earlier than expected, please let us know. We may be able to rent the unit before the first of the month, and you will be refunded any rent paid by the new tenant!

SECURITY DEPOSITS ARE SENT OUT ON THE 14<sup>TH</sup> OF THE MONTH AFTER YOU VACATE THE PREMISES, PROVIDING ALL FINAL BILLS ARE IN.

## **CLEANING**

Please be aware that cleaning is very expensive if a professional company is called in to do it. This expense comes out of your deposit! While it is not necessary for you to be at the final inspection, if you would like to be present, please call our office to set an appointment. **ALL** items must be removed from the unit before the final inspection. Following is a list of instructions that will help you return the unit to its original clean condition.

## **KITCHEN**

**RANGE & OVEN:** Clean drip pans & rings (SOS pads work well); clean under burner elements; clean oven and racks (be sure to clean the underside of the racks); clean broiler drawer and pan; clean broiler drawer and pan; clean range hood; clean hood filter; clean top and front of stove so that it shines. **DO NOT** use oven cleaner on the hood! There should be NO cleaning residue.

**REFRIGERATOR:** Clean inside and out thoroughly, including racks, drawers, door shelves, and door seal. Defrost the freezer (DO NOT use a sharp object to remove ice) and wipe up excess water. **LEAVE THE REFRIGERATOR ON** at the lowest setting, which is usually #1. **DO NOT UNPLUG THE REFRIGERATOR!**

**CUPBOARDS/DRAWERS/PANTRIES:** Vacuum out crumbs, etc.; Clean shelves and drawers. Wash doors for grease build-up, finger marks, etc.

**COUNTERS & FLOORS:** Counters need to be cleaned with an all-purpose cleaner and the floor must be swept and mopped.

**DISHWASHER:** Clean dishwasher with an all-purpose cleaner inside and out. Be sure to clean around hinges and edges.

**SINK:** Clean & polish sinks and faucets. If there is a build-up of hard-water lime, use Lime-Away or a pumice stone to remove.

## **BATHROOM**

**BATHROOM/SHOWER:** Clean thoroughly with cleanser (hard water & soap scum build-up needs a product made to handle this); shower walls should feel clean to the touch, with no white residue from the cleanser. If you have shower doors, you need to: 1) use Lime-Away type product to remove hard water build-up, 2) the door track needs to be cleaned of hair, mold, etc. Fixtures should be polished.

**VANITY & MEDICINE CABINET:** Clean shelves & mirror on medicine cabinet. Wipe out drawers and cupboards on vanity. Also, clean doors to the vanity.

**TOILET:** Toilets must be scrubbed inside the bowl and outside including the tank and around the base. Clorox is a good cleaner & disinfectant. A toothbrush works well around the lid hinges, etc. A pumice stone is excellent in removing hard water marks in the toilet bowl. If you used an "automatic" bowl cleaning device (that turns the water blue), please remove it.

**SINK:** Clean with cleanser. A pumice stone works great on the hard water ring around the drain. If there is lime build-up around the faucets, use something like Lime-Away.

**FLOOR:** Sweep and mop.

## **MISCELLANEOUS:**

**WALLS:** Wipe smudges, especially around light switch plates and the thermostat. **DO NOT FILL IN ANY NAIL HOLES WITH TOOTHPASTE OR ANYTHING ELSE.** A reasonable number of picture holes is acceptable, and we will take care of them.

**FURNACE CLOSET:** Vacuum out dirt, dust, etc.; clean outside of furnace unit to remove dust; clean & polish louvered door (both sides) to the furnace closet. Clean the air return vent. Remove all items.

**CLOSETS/DOORS:** Dust rods & shelves, remove hangers, etc. Louvered doors must be cleaned on both sides; solid doors and baseboards need to be wiped clean. The front door should be cleaned of any finger or smudge marks.

**WINDOWS/SLIDING GLASS DOORS:** Wash all sides of windows, inside & out (carefully lift up to remove each panel); vacuum out and clean tracks and sills. Replace window panels back as you took them out.

**BLINDS:** Dust and clean.

**FIREPLACE:** Remove ashes, sweep inside and around brick area. Dust and clean the mantel.

**STORAGE AREAS & GARAGES:** Remove **ALL** items and sweep out; oil spills must be removed.

**LIGHT FIXTURES:** Take down and wash. All burnt out bulbs should be replaced.

**PATIO/DECKS:** Sweep and remove any trash.

**LIGHT SWITCH PLATES:** Clean covers. (A toothbrush works great with a dab of Softscrub).

**SMOKE ALARM:** Please test before you leave. A good battery must be in place at move-out.

**PLEASE DON'T PARK ON THE GRASS.**