

## MOVE OUT GUIDELINES

**When you are ready to move**, a 30-day written notice of your move-out date is required. A 30-day notice is available on our website at [www.mikeseagalproperties.com](http://www.mikeseagalproperties.com). After receipt of your move out notice, we will send you forms that give you the right to schedule an initial inspection. At the initial inspection, we identify items that need to be taken care of to affect the full return of your security deposit. In general, the following cleaning is required.

- GENERAL:
  - Clean windows and screens inside and out
  - Clean window coverings
  - Clean window sills and door casings
  - Clean fireplace, if applicable
  - Have carpets professionally cleaned
  - Sweep & mop all floors including baseboard ledges
  - Sweep front porch if applicable
- KITCHEN:
  - Clean oven inside & out and scrub stainless steel burner rims
  - Clean refrigerator & freezer completely
  - Clean kitchen cabinets inside and out; replace shelf paper if torn/dirty
  - Clean sink, faucets and all counter tops
- BATHROOMS:
  - Clean & disinfect shower stall including stainless steel tracks
  - Wipe down bathroom walls
  - Clean mirrors
  - Scrub sink/counter top; polish stainless steel
  - Clean toilet
- GARAGE OR CARPORT
  - Sweep floor and remove all debris
- YARD
  - Perform general cleanup, if applicable
- REPLACE
  - Light bulbs, filters, smoke detector batteries, doorstops
  - These items must be in place or working or you will be charged

On your move-out day, you must make arrangements with Mike Segal Properties to do a walk-out and transfer of keys and any remote control devices. If your move-out occurs on a weekend, your walkout and key return will be scheduled for the next business day.

**VERY IMPORTANT:** Please provide us with your forwarding address for your security deposit refund