



*www.*  
**LIBERTYPROPERTIES.INFO**

[Info@LibertyProperties.INFO](mailto:Info@LibertyProperties.INFO) \* Post Office Box 2225 Auburn, Alabama 36831 \* 334-821-1600

### **MOVE OUT INSTRUCTIONS**

1. If you have not renewed your lease with us, you must be completely moved out of your unit by August 5<sup>th</sup> at 8:00am.
2. Utilities must remain on, in your name, until the end of your lease period (all day August 10) or Liberty Properties will charge you a reconnection fee. In addition, you will be charged for the billing of services for the duration of your lease, including any temporary fees charged by the utility companies pursuant to your lease.
3. Your unit should be left thoroughly cleaned. Enclosed is a cleaning list to assist you. Every item will be checked when we inspect your unit.
4. Your spa, if applicable, should be left COMPLETELY drained and clean.
5. All door keys and mailbox keys, if applicable, are to be turned in to our office by August 5<sup>th</sup> by 8:00am or no deposit will be refunded. In addition, you will be charged for changing the locks on your leased unit.
6. You must provide us with your forwarding address to receive your security deposit refund. Please remember to allow 60 days for your refund.

In order to aid you in the move out process a cleaning check list has been provided below.



*www.*  
**LIBERTYPROPERTIES.INFO**

### CLEANING LIST

You have indicated to the rental management office that you will soon be moving out of your unit. If you have any questions about your responsibilities, do not hesitate to call the office. Remember that ALL keys must be returned to our office, and we must receive your forwarding address to refund your deposit. Also, please keep in mind that your refund will take up to 60 days to be returned.

\_\_\_\_\_ 1. Carpet is scheduled to be PROFESSIONALLY steam cleaned, unless a receipt for this service is presented to the manager before move out.

\_\_\_\_\_ 2. All non-carpeted floors must be cleaned, mopped and free of dirt and grime.

\_\_\_\_\_ 3. We will repair all nail holes. Any holes larger than a nail hole and any other damage to drywall must be repaired PROFESSIONALLY. If you know any drywall repairs are needed in your unit, please contact our office before move out.

\_\_\_\_\_ 4. Stove must be cleaned THOROUGHLY! The entire surface area, including the eyes and underneath the eyes, the vent hood, the oven, and storage area should be clean and free of grease. The filter in the vent hood should be removed, washed, dried and put back in place. (HINT: Put the filter in the dishwasher and run through a normal cycle.)

\_\_\_\_\_ 5. The refrigerator must be left on, emptied and washed completely. Wash trays, drawers, racks, compartments, and the rubber insulation strip on the door. All should be clean, free of mildew, dirt and grime. Pull refrigerator out and clean sides and floor underneath.

\_\_\_\_\_ 6. All sinks, handles and faucets, should be cleaned. Garbage disposal, if available, should be in proper working order and free of garbage.

\_\_\_\_\_ 7. Dishwasher, if available, should be empty, clean and free of mildew. Additionally, the dishwasher door including the rubber insulation strip should be clean and free of mildew.

\_\_\_\_\_ 8. All cabinets and drawers are to be emptied and wiped clean with a damp cloth. Counter tops, front of cabinets and drawers should also be free of dirt and grime.



www.

## LIBERTYPROPERTIES.INFO

\_\_\_\_ 9. Bathrooms must be cleaned and disinfected. This includes the entire shower/tub unit, sink and toilet. Be certain that all soap scum is eliminated from the shower/tub unit. All shower curtains and curtain rings should be removed. All cabinets and drawers are to be emptied and wiped clean, and all mirrors and counter tops should be cleaned.

\_\_\_\_ 10. Washer and dryer, if available, should be empty and clean. The dryer filter and the floor around the washer and dryer should be clean.

\_\_\_\_ 11. All windows must be washed. Windowsills and blinds are to be washed clean with warm soapy water and rinsed so that they are free of dust and dirt.

\_\_\_\_ 12. All ceiling fans, if available, are to be wiped clean.

\_\_\_\_ 13. All light fixtures must be cleaned.

\_\_\_\_ 14. All burned out, broken, or missing light bulbs, including fluorescent and appliance bulbs (stove, refrigerator, microwave, etc.), must be replaced.

\_\_\_\_ 15. All walls, ceilings, doors, doorframes, baseboards, and any horizontal surfaces must be wiped clean with a dry cloth. If more extensive cleaning is required, use warm water and a cleaning solution similar to Pine Sol.

\_\_\_\_ 16. All outside areas, including exterior doors, decks and patios, steps, awnings and siding must be cleaned.

\_\_\_\_ 17. Air conditioner filter must be cleaned if reusable or replaced if disposable. For directions, please call the rental office.

\_\_\_\_ 18. No trash or garbage should be left inside or outside the unit. Large items that cannot be placed in a trashcan should be taken to the dump. Kitchen garbage must be kept separate from trash/boxes/furniture/other debris at curbside due to city regulations. A \$300 separation fee will be charged if this is not done correctly.

\_\_\_\_ 19. Any holes in the yard or sod damage must be repaired. All litter, including cigarette butts, must be removed from the property, including the woods.



*www.*  
LIBERTYPROPERTIES.INFO

\_\_\_\_20. Any stickers or decals, such as stars and moons on your ceilings, or stickers on appliances and windows must be removed.