



CORNERSTONE INVESTMENTS

TENANT GUIDELINES FOR APARTMENT CHECK OUT

This list is based on our experience with rentals over several years. Many of the items are ones that tenants have had questions about when vacating a rental. It is not possible to anticipate every type of damage or situation that could occur.

- Appliances: range, refrigerator - empty, clean & wipe dry, inside & outside.
- Fixtures: sinks, toilets, faucets - clean & wipe dry (Note: do not use harsh abrasives on any surfaces)
- Untie any knots in pull cords for blinds.
- Cabinets & drawers in all rooms: empty completely, clean & wipe dry, inside & outside.
- Replace any burned out light bulbs
- Wash: windows, window frames & tracks if dirty
- Clean any obviously dirty and/or greasy light fixtures.
- Entry: if doors, siding, windows or porch & rail are dirty, sweep down &/or wash as needed.
- Sweep basement storage bin to remove any debris.
- Soiled carpet to be steam cleaned. Note: "Home" steam cleaners have been found to be ineffective if carpet is very soiled. Vacuum all carpeted areas after furniture is removed.
- Clean hard surface floors, countertops, mirrors, woodwork and any marks on walls. Be sure to rinse floors with clear water after washing to avoid a greasy appearance from soap film.
- Dust or damp wipe blinds, closet shelves, woodwork.
- Patch & touch up paint if numerous or large holes in walls from nail and/or hangars. Contact us for touch up paint (allow some time for us to get paint to you.)
- All trash/garbage disposed of. If not collection day, take to recycling center, etc.

Damages May be Assessed for Any of the Following:

- Costs to clean anything left excessively dirty.
- Burned out light bulbs, broken light fixtures, appliances, plumbing, plumbing fixtures or mechanicals (furnace, hot water heater) broken due to tenant neglect or abuse.
- Labor and materials to paint rooms if there are excessive marks, patches, unapproved paint or paint colors applied or dirty/greasy surfaces.
- Labor and materials to refinish or replace stained or gouged woodwork, cabinets, doors, floors or walls.
- Either amount that damages have reduced value of *OR* costs to repair or replace damaged, windows, doors, wood trim, walls, cabinets, counter tops, closet shelves & rods, bathroom & kitchen fixtures & faucets, appliances, blinds or flooring.

General

- Notify Cornerstone Investments when you have vacated the rental unit and give us your forwarding address.
- Leave all keys in unit.
- Close all windows and close and lock all doors when leaving the unit for the last time.
- Notify utility companies of date to take the final readings for the unit. You are responsible for utilities through the end of your rental term even if you move out early unless another approved tenant is moving in early. Cornerstone will notify utility companies of start date for new tenants.
- Leave refrigerator plugged in and running.

You will be mailed a final accounting of your security deposit within 21 days of the end of your tenancy.

I have received a copy of this form- _____

Name/Date