**Move out Reminders**

Thank you for leasing from us. Now that you are moving out, your lease agreement requires that you leave your house in a clean and undamaged condition. We have every intention of returning all of your security as long as you have fulfilled your agreement with us.

Some things to consider:

Begin to put out all unwanted items for trash or special pick-up. (This will avoid piles of debris in front of the house on moving day &/or extra charges if you go over the trash limit.)

Clean refrigerator and freezing unit. Also clean behind and beneath - If you have ceramic tile floors in kitchen – pull refrigerator out to clean behind. If you have linoleum floors, vacuum underneath refrigerator from in front, do not pull it out.

Clean stovetop, oven and all other appliances. Tip for cleaning the oven – sprinkle entire bottom of oven with baking soda, (sprinkle it extra heavy on spots), place damp paper towels over the entire bottom of oven. Shut door and let sit 12-24 hours. DO NOT TURN on heat. Use paper towels (damp sponge if necessary) to wipe up baking soda. Repeat if needed. Pull out bottom drawer of stove and clean under. Make sure drip pans on burners are clean/replace if necessary.

Replace burned out light bulbs.

Replace damaged miniblinds. If this is left for us to do, there will be a $25 per blind charge.

Dust both sides of the ceiling fan blades. If this is left for us to do, there will be a $25 per fan charge.

Clean tub and shower – walls & shower doors should be free of soap scrum residue and feel clean.

 Kaboom or Clean Shower are recommended. Remember the soap scrum build up doesn’t happen overnight so it might take several times of scrubbing.

Remove all water spots from faucets – tub, and all sinks in bathroom and kitchen

Clean all floors. Laminate floors should be cleaned with a laminate floor cleaner, **not** water. Ceramic tile floors clean with hot soapy water. If you had a pet, deposit will be held until the carpet is professionally steamed cleaned and there is no odor left.

Dust indentions on doors to rooms and cabinets, and **top of baseboards and chair rails and refrigerator.**

Clean cabinet door fronts and wipe out shelves.

Clean mirrors and sliding patio door windows with Windex and newspaper.

Be sure lawn is mowed and trimmed.

Remove all food, debris, and other personal belongings.

Report any and all damage in writing.

Leave a forwarding address at the post office (will not be responsible for any of your mail).

Upon leaving, please be sure to fully secure the house by locking all windows and doors. The designated place to leave all keys (and garage door opener if applicable) is in the kitchen

drawer next to the stove along with a self addressed, **stamped** envelope for receiving your deposit refund.

As stated in the “How to Protect Your Deposit” #14 given to you at check in “Plan to spend time after all things are moved out to clean. We charge $25 per hour to clean. We have spent as much as 40 hours at some houses. The fee is charged to the group for all common areas and to the individual for the bedrooms.

Leave premises in same condition as you received it at check in.

After you have vacated the house, it will be inspected for compliance with your lease agreement and the expense of cleaning and/or repairing damage, if any, will be charged against your security deposit. If you

want us to check the house before you leave town, text/call so we can coordinate schedules. You will be notified of any charges withheld from your deposit which will be mailed to you in the **stamped** self-addressed envelope that you provide (see above).

In accordance with MO law, your deposit less any damages/charges will be refunded within 30 days of when the lease ends. We will do our best to be prompt. Leaving the property in good condition, speeds up the process. However if utilities are in my name, then I have to wait for the final bill. Electricity runs a full month behind so it will be closer to the 5th of the next month before I get everything to you.

God bless you in your new home.

Sincerely,

For The Kingdom Properties