



1205 High Street
Lincoln, NE 68502

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 residence 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 month's rent and reasonable attorney's fees.

Contact the utilities order department (**LES: 473-3351, BHE: (888)-890-5554, LWS: 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. YOU ARE ALSO RESPONSIBLE FOR CANCELLING ANY UTILITIES IN YOUR NAME. DONT 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 first of the month, and you will be refunded any rent paid by the new tenant!

SECURITY DEPOSITS ARE SENT ON THE 14th OF THE MONTH AFTER YOU VACATE THE PREMISES, PROVIDING ALL FINAL BILLS ARE IN.

Cleaning Check List:

Cleaning

Please be aware that professional cleaning and carpet cleaning (if applicable) are automatic deductions from your deposit! ALL items must be removed from unit.

Following is a list of instructions that will help you return the unit to its original clean condition.

KITCHEN

- **RANGE & OVEN:** Clean drip pans and 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 range hood; clean hood filter; clean top and front of the 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/PANTRY:** Vacuum out crumbs, ect; clean shelves and drawers. Wash doors for grease build up, finger marks, etc.
- **COUNTER & 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 and polish sinks and faucets. If there is a build-up of hard water line, use Lime-Away or a pumice stone to remove.

BATHROOM (S)

- **BATHROOM/SHOWER:** Clean thoroughly with cleanser (hard water and 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) clean door track thoroughly. Fixtures should be polished.
- **VANITY & MEDICINE CABINET:** Clean shelves and 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 and 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 and polish sink and faucet. If there is a build-up of hard water lime, use Lime-Away or a pumice stone to remove.
- **FLOOR:** Sweep and mop.

MISCELLANEOUS

- **WALLS:** Wipe smudges, especially around light switch plates and the thermostat. Remove all nails from walls. DO NOT FILL IN ANY NAIL HOLES WITH TOOTHPASTE OR ANYTHING ELSE. A reasonable number of picture holes are acceptable, and we will take care of them.
- **FURNACE CLOSET:** Vacuum out dirt, dust, etc.; Clean outside of furnace unit to remove dust; clean and 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 cleaned. The front door should be cleaned of any finger or smudge marks. All doors must open, close and latch properly.
- **WINDOWS/SLIDING GLASS DOOR:** Wash all sides of windows, inside and out (carefully lift up to remove each panel); vacuum out and clean tracks and sills. Replace window panels back as you took them down. If any broken screens or glass needs to be repaired or replaced. If anything else is broken or damaged call us and we can tell you were to it to get it fixed or order a new part. If we have to do this, we will charge you for labor.
- **BLINDS:** Dust and Clean. Replace if broken.
- **PROVIDED APPLIANCES:** Should be working properly and clean.
- **STORAGE AREAS AND 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 along with broken fixtures.
- **PATIO/DECKS:** Sweep and remove any trash. All trash is to go into **DESIGNATED** areas.
- **LIGHT SWITCH PLATES:** Clean covers. (A toothbrush works great with dab of Soft Scrub). Replace if broken.
- **SMOKE ALARM:** Please test before you leave. A good battery must be in place at move-out.

ESTIMATED CHARGES

These are estimated charges for commonly replaced or repaired items. These charges may be added to the final move out statement.

Maintenance Labor: \$50 per hour

<u>Materials</u>	<u>Estimated Cost</u>
Stove Drip Pans	\$10.00 each
Shower Head	\$15.00
Light Bulbs	\$5.00
Mini Blinds	\$25.00 per window
CO Detector	\$30.00
Smoke Detector	\$25.00
9V Battery	\$5.00
Lock Change	\$75.00
Holdover Key Charge	\$50.00/day

<u>Materials</u>	<u>Estimated Cost</u>
Outlet	\$15.00 each
Vertical Blinds	\$100.00 head rail and vanes
Vertical Blind Vane	\$5.00 each
Garage Remote	\$75.00
Door Stop/Floor Guide	\$7.50
Small Hole in Door	\$30.00
Replace Door	\$150.00
Repair Window Screen	\$50.00
Large Holes in Drywall	\$200.00