

**Personalized Management Services  
Lease Addendum  
Move Out and Cleaning Guidelines**

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Dear Tenants:

This is a reminder for the end of your lease. As you know, *all leases expire at NOON on the last day of the lease*. Please make arrangements now so you will be completely moved out and clean up by NOON on this day. Under most circumstances we will be unable to make exceptions to this move out time.

The terms of your lease require that you return the premises at the end of your lease in clean condition. Returning the unit clean is essential to receive your security deposit without deductions for cleaning. If you fail to clean the unit thoroughly prior to move-out, we will contract to have this done at your expense.

After being in a house or unit for a year it is impossible to do a thorough cleaning on the last day of your lease. PLEASE do not wait until the last minute! DO NOT assume we will arrange to let your cleaning people into the unit. We will charge you for our time if we must let these people into the unit.

The following sheets give the guidelines for cleaning. You should remember...

- DO return your keys to our office or leave them in the unit. DO NOT mail the keys as they often get stolen or lost.
- DO leave a copy of your receipt for carpet cleaning on the kitchen counter. If you do not leave this for us AT MOVE-OUT you will probably be charged for us having to re-clean the carpets.
- DO NOT unplug your refrigerator or turn it off as this will cause mildew damage. Once you have it cleaned, turn it to the lowest setting and close the door.
- DO NOT leave furniture or other large items out for the trash or in the dumpsters. If you do so, we will assess substantial fees for having the trash company dispose of these items.
- DO NOT leave trash in the trash cans if these must be put out at the curb. Take your trash with you! If we have to arrange to put the trash cans out you will be charged fees for doing so.
- DO NOT turn off your utilities! Simply take them out of your name as of the last day of your lease.
- You must replace any burned out or missing lightbulbs. It is much cheaper for you do to this rather than paying out handyman \$40-50 an hour to do this at your expense.

Enclosed you will find a cleaning checklist. To ensure a successful check-out you will need to complete each of the items on this list. If there are any damages for which you are responsible, please take care of these items now at your expense. If you fail to do so we will contract to have these done at your expense.

PLEASE NOTE that, under the terms of your lease, the balance of your security deposit will be mailed to your last known address within 60-days after the expiration of your lease. There is a forwarding address form on our website. If we do not have your forwarding address we will send the deposit refund to the property address.

We take no responsibility for late delivery of your deposit due to our lack of a forwarding address! If the refund gets returned to us because you did not notify the Postal Service of your forwarding address we will hold this in your file. We have too many tenants to try and locate you. If you do not claim your deposit from us within one year we are required to forward these funds to the State of Colorado. After that time, you will be responsible for contacting them about your refund.

Please review the attached checklist and make plans NOW to get the place cleaned and repaired before moving out. This will guarantee a good landlord reference from us in the future. If you have any questions regarding what you need to do for a successful check-out, please contact our office. Thank you again for your cooperation.

***Again, please make sure the unit is clean and you are completely moved out no later than NOON of the last day of your lease!***

Sincerely,

Personalized Management Services

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***If you decide not to clean your unit prior to vacating we will hire a cleaning company at your expense.***

### Kitchen

1. Clean refrigerator: shelves, crisper, freezer. Pull frig away from wall. Clean front, sides and the floor. **DO NOT TURN IT OFF WHEN YOU LEAVE!**
2. Clean cupboards inside and out, under the sink and all tile and faucet fixtures. Ammonia will remove grease and fingerprints.
3. Clean and polish all countertops.
4. Clean out and wipe out all drawers and shelves.
5. Clean oven inside and out, range hood, exhaust fan, under burners, under stove top, drip pans, controls and burner rings. Clean floor behind and around the stove. Do not leave self-cleaning ovens on after you leave. All traces of oven cleaner wiped out. Drip pans under burners replaced. Clean underneath these pans, too.
6. Overhead fan area free of all grease and dirt. Fan filter cleaned or replaced.
7. Sinks cleaned, fixtures (including lights) & appliances cleaned and **WIPED OUT**.
8. All linoleum floors mopped and waxed. Carpeted kitchen floors must be professionally cleaned.

### Bathrooms

1. Clean toilet, toilet tank, under toilet rim and around the floor.
2. Clean the vanity, sink and cupboards inside and out.
3. Clean chrome fixtures, mirrors, fan and medicine cabinet (inside and out!)
4. Clean bathtub, tub surround and walls. For best results use Tilex or Softscrub bathroom cleaner for tiles and fiberglass.
5. Clean the floor.
6. Remove the shower curtain.

### General

1. Carpet must be **professionally** steam cleaned by a truck mounted service. *Management needs a copy of the receipt at move-out.* If we do not have a receipt at the time we do the move-out inspection we will assume the carpets were not cleaned and arrange to have a company come in to clean at your expense. Any receipt received after the inspection will not be accepted.
2. Baseboards cleaned and dusted, finger marks and other marks cleaned off light switches, doors and walls, heaters cleaned and dusted
3. Mini-blinds cleaned, strung and working properly. Windowsills cleaned and windows washed.
4. Remove picture hangers, nail holes need to be filled and sanded to surface. Leave as few marks on the walls as possible.
5. Closets vacuumed and clothes hangers removed, shelves washed.
6. All ceiling fans dusted and cleaned.
7. Turn in all keys (i.e., doors, mailbox, pool, etc.), garage door openers, etc. by noon the day your lease expires. You will be charged for having a locksmith rekey the locks and make new keys. You can leave your keys in the unit when you leave the premises. *If you mail in your keys and they arrive after the last day of your lease you may be charged for having the locks re-keyed.*
8. Make sure all lights are working. Replace all light bulbs that do not work.
9. Make sure all smoke detectors and carbon monoxide detectors are in place and working. Replace any missing batteries.
10. Any and all holes in the drywall must be fixed and repainted to match the rest of the wall. If you patch or fill a large number of holes you may be charged for having the wall repainted.
11. Screens must be in place, clean and in good repair. No bent frames or torn screens.
12. If you are responsible for the yard you must have it mowed, have all the leaves raked up and all trash removed.
13. Replace the furnace filter so there is a new filter in place.
14. Make sure all floors without carpet are swept and/or mopped clean.
15. All cabinets, closets, etc. must be empty and clean.
16. Windows must be cleaned inside. Dust & clean the windowsills and window tracks. Make sure all dust and bugs are gone.
17. Remove all traces of your tenancy (cleaning supplies, soap bars, oil cans, shower curtains, hangers, etc.)
18. Draperies, curtains and mini-blinds must be clean and hung correctly.
19. Clean the fireplace, remove the ashes & close the damper. **DO NOT PUT ASHES IN ANYTHING BUT A METAL CONTAINER!**
20. Sweep the entry, patio, deck and storage enclosure. Do not leave firewood – take it with you!
21. Clean out the garage. Remove all trash! Sweep and mop – remove all oil/grease stains.

### Utilities

1. Please leave all utilities on in your unit until the expiration of your lease. If you turn off the utilities prior to the end of the lease you will be charged for the remainder. You will also be charged a utility transfer fee upon move-out.
2. The management company will wait for all utility bills to come in and charge you for your portion during the term of the lease.

Please remember to take everything with you or will charge you for hauling items. Take your unwanted furniture, etc. to the dump. If you dispose of these items in the dumpster or with the trash you will be charged extra dumping fees.

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**Charges**

*Please note that if you do not take care of cleaning and repairs we will hire contractors and/or other vendors to perform this work.*

Our contractors/vendors do not always charge the lowest rates for parts and labor. If you are concerned about getting the best deal you should make your own arrangements for repairs and cleaning.

The following charges are in addition to the rates charged for the contractor or vendor:

- Unfilled Nail Holes: \$1 each.
- Unfilled Molly Holes or Large Nail Holes: \$5 each
- Regular Bulbs: \$2 each
- Vanity Bulbs: \$5 each
- Batteries for smoke detectors and/or carbon monoxide detectors: \$5 each

If you are not out of your unit by NOON on the last day of your lease you will be charged rent for each day you remain in the premises. You may also be subject to a **re-inspection fee of \$75.00** to cover our costs of having to come back out to re-inspect.

**Please note the following:**

- If you find your unit needs cleaning and/or maintenance when you move in, you must notify Personalized Management Services, in writing, within two (2) days of move-in. Failure to notify us will result in you being charged for the repairs and/or cleaning.
- You must provide us with copies of your cleaning receipts at move-out. This is especially true for carpet cleaning. Failure to provide receipts will result in you being charged for cleaning by our contractors. We will not attempt to contact you for copies of these receipts! We will not accept receipts for credit on cleaning once our contractors arrive on site or if we are unable to cancel these services without penalty.

*Following these guidelines will help ensure the return of your full deposit.*

*Please review your lease so you fully understand your responsibilities.*

*This form is not meant to be a comprehensive list of your responsibilities under your lease.*

By signing below, you are acknowledging you received a copy of this document and that you understand you will be charged for all repairs and cleaning regardless of the condition of the property at move-in. Charges for anything not specifically listed above will be at the rate paid to the contractor/vendor doing the work.

My/Our signature(s) below indicates acknowledgment of the above:

Resident	Date	Resident	Date
Resident	Date	Resident	Date
Resident	Date	Resident	Date