



PREPARING FOR MOVE-OUT

The purpose of this letter is to help you prepare for your move-out inspection. Our goal is to provide you with useful information and make your move-out run as smoothly as possible.

The following list consists of, but is not limited to, items that could be billable to you once you have left your property.

- Cleaning Expenses
- Painting Expenses (Nail holes, sticky tape residue, torn drywall paper)
- Carpet cleaning, repairs, or replacement
- Broken or damaged fixtures (lights, cabinets, smoke detectors)
- Burned out light bulbs
- Damaged doors, locks, hardware
- Missing or damaged screens
- Furniture or items left behind
- Damaged mini-blinds
- Missing fire extinguisher
- Unreturned keys
- Trash left behind

Following are key things to focus on prior to your move-out inspection.

Clean your apartment or have it professionally cleaned.

Last year, cleaning expenses ranged from \$100-\$800 per unit. The average price for a two bedroom unit was around \$200. Enclosed you will find a list of all cleaning expectations. Begin working on some of these areas yourself or plan on hiring a professional crew. We recommend hiring Beth Ann Knox's Cleaning Service (812-369-5275) or Freedom Painter's Cleaning Service (765-318-0876).

If you choose to have your apartment professionally cleaned, use the Olympus checklist and make sure the work was completed properly.

Do not paint or repair drywall.

In the past, many tenants have spent time and money repairing holes and painting, only to find that the paint color or finish did not match. We then repainted a wall or an entire room at the expense of the person who tried to do the right thing in the first place. In order to avoid this surprise, please do not attempt to do your own drywall repair or painting.

If we can have a professional do the repair without painting the entire wall, we will. Call our office if you have concerns about drywall or paint damage.

Call in major repairs early.

If we have time to work on repairs, sometimes we can shop for a better price on the part or have subcontractors perform the work for a better price than waiting until August during turnover. Also, if the repair is billable to you, we can repair it and give you an invoice, so that you know the exact cost of the repair. In some instances, the invoice may help you recoup the cost if the damage was caused by a guest.

Donate items no longer needed.

Olympus Properties would like to see that items another family could use are not put into the trash. Every year we are overwhelmed and saddened with the amount of furniture, clothes, bikes and unopened food left behind or trashed. The city of Bloomington is fortunate enough to have many volunteer based, not-for-profit organizations dedicated to serving our local community. Please review the list of these organizations on our website, www.olympusproperties.com. Remember that you will be billed for the removal of any items left behind.

Transfer your utilities back into Olympus' name.

Please call your utility companies about a week prior to your move-out inspection and ask them to transfer the utilities back to Olympus Properties on your move-out date. A list of utility company names and phone numbers is available on our website, www.olympusproperties.com.

We want the move-out process to go smoothly for both you and our employees. If you have any questions, please call our office and we will do our best to give you answers.

Sincerely,

Olympus Properties

Olympus Properties Cleaning Checklist

Area	Instructions
Kitchen:	
Oven / Stove	Clean all surfaces, remove grease and grime. Inside should be clean. If oven is self-cleaning, run it through a cycle. If drip pans (metal plates under burners) can't be cleaned, don't worry, we'll replace them at no charge. Oven racks and broiler pans should be clean.
Microwave	Interior and exterior should be clean. If microwave is above stove, the under side should be clean, free of grease and food splatters.
Range Hood	All surfaces, top and underside should be wiped down, free of food and grease.
Refrigerator	Exterior should be clean, including food spills or dust on top, on sides and on door. Inside should be completely empty and clean. Racks, shelves and drawers should all be clean. Pay attention to area under drawers when they are pulled out.
Dishwasher	Dishwasher should be completely empty and run through a cycle.
Sink / Disposal	Garbage disposal should be empty (clean). Sink should be clean.
Cabinets	All cabinets and drawers should be empty. Tops of cabinets should be dirt and dust free. All interior shelves should be wiped down and all cabinet fronts should be clean and free of food or other debris.
Floor/Baseboards	Floors should be scrubbed, not just swept. Mopping just pushes dirt around. Pay special attention to corners and areas where food debris builds up. Baseboards should also be wiped down.
Light Fixtures	Dust, wipe down, remove cob webs, and replace burnt out bulbs.
Windows / Blinds	Window sills, glass and blinds should be clean. If blind is badly damaged, we will replace (perhaps at your expense), so don't clean a damaged blind.
Counters:	Counters should be completely wiped down and clean
Bathroom(s):	
Tub / shower	Tub/shower interior should be scrubbed and free of soap scum. (Don't be surprised at the time this takes!) Use Soft Scrub for best results.
Shower Doors	Glass doors and their metal tracks should be free of soap scum.
Sink / Medicine Cabinet	Basin, drain and handles should be clean and free of soap scum. Medicine cabinet should be empty, shelves clean and glass clean. Counters should be clean. If sink is pedestal, exterior should be dust-free and wiped down. Mirror should be clean.
Toilet	All exterior surfaces should be clean. This includes base of stool, lids, and tank. Bowl should be clean and free of stains or rings.
Floor/Baseboards	Floors should be wiped down (not just swept or mopped). Baseboards should also be cleaned as they collect a lot of dust and bathroom grime.
Light Fixture	Dust fixture or wipe down if necessary. If bulbs are burned out, you can replace them or we will. If we change them, we will charge for the cost of the bulb.
Exhaust Fan	Vacuum dust/lint from fan.

Living Areas:	
Baseboards	Should be wiped down and dust free.
Walls	All sticky tape must be removed and no longer sticky. Any spills or smudges should be wiped down.
Floor	Clean according to floor type.
Ceiling	Any stains or smudges should be cleaned. Sweep upper corners for cob webs.
Ceiling Fans / Light Fixtures	Wipe down/dust. If fan or fixture is unusually high and a ladder is needed, don't do this.
Cold Air Return	Vacuum out lint and dust. If return is too high, don't worry about this.
Windows / Blinds	Windows and sills should be cleaned and dusted. Blinds should be clean (unless they are damaged).
Closets	Empty and cleaned out.
Laundry Area:	
Washer	Clothes removed. Surfaces and inside lid area should be wiped down.
Dryer	Clothes removed. Exterior surfaces wiped down. Lint trap should be clean.
Floor	Lint and dust should be vacuumed. Cleaning supplies should be removed. Detergent spills should be wiped up and floor cleaned.
General:	
Switch Plates	They should be wiped down if dirty.
Lights / Fans	They should be dusted or wiped down.
Windows / Blinds	Sills dusted and windows clean. Clean blinds unless they are damaged.
Exterior:	
Screen / Entry Door(s)	Door should be dusted or cleaned if dirty.
Porches / Decks / Patios	All personal items should be removed. Areas should be swept and free of trash.
Basements / Garages	All personal items should be removed and any areas that were used should be swept.
Yard:	All garbage should be properly bagged and tagged for trash pick up.

These are general cleaning guidelines and do not exempt anyone for leaving behind a dirty item that was not specifically mentioned. The general rate for cleaning is \$40.00/hour.

Most units average 1-2 hours per bedroom (total size of unit) with 2 people cleaning with the biggest variables being the number of bathrooms and the extent to which kitchen appliances had to be cleaned.