

Dear:

Date:

I am writing to acknowledge receipt of your notice to vacate _____, apartment # _____ effective **NOON** on _____. Please keep the apartment tidy for the remainder of your occupancy to facilitate showings. The apartment must be cleaned thoroughly by the time you vacate. FOLLOW THE SEQUENCE OF STEPS BELOW AS YOU PREPARE TO VACATE THE APARTMENT. I will check the below-mentioned items prior to refunding your damage deposit. Failure to comply with this list will result in appropriate deductions (@ \$45/hr for labor and materials) from your damage dep.

First, review your lease to avoid any misunderstanding.

•Call Qwest to disconnect your phone / internet service effective noon on the last day of your lease term - 30th or 31st.

•Call Excel Energy (and Minnegasco if you pay for gas), schedule a meter reading for the 30th/ 31st (not a utility disconnect).

•Register a change of address with the US Postal Service effective for your moving date.

Start discarding **NOW**. Waiting until the last few days creates undue stress for you AND also an overflow in the dumpster. DO NOT DISCARD oversize items (tables, chairs, sofa's etc.); Paint; Chemicals; Televisions; Computers and Microwaves into the garbage. Contact HENNEPIN COUNTY for their closest recycling site OR TAKE THEM WITH YOU WHEN YOU MOVE. Illegal dumping = fine of \$150/item.

1. Remove all personal property from unit **and** storage areas (or to center of rooms). Ensure all fixtures have lightbulbs are in working order. A \$2.50 charge will be assessed for each lightbulb that management need to exchange.
2. **VACUUM** entire apartment. Begin from the top of all frames (window and door) and work down. Cover all surfaces including light fixtures, shelves, ceiling fans, radiators, **inside** baseboard heaters, sills, baseboards, stairs, closets, flooring and behind appliances. Check all corners and ceilings for spider webs, remove by vacuum.
3. **If you smoke**, wash the walls and windows with ammonia. This is easier and cheaper than you having to pay for a repaint.
4. **WASH** all woodwork and windows with ammonia solution. Buffing any residue with newspaper to remove streaks. **ALL** baseboards, windows, doors (closets included) and frames will be inspected. Wash all lighting globes and wall switch/outlet covers. **Vacuum inside** window & closet tracks and clean with a small brush. Vacuum and wipe clean miniblinds.
5. **CLEAN** the inside as well as the exterior of all upper and lower kitchen cupboards, shelving, and countertops. Vacuum and clean above the kitchen cupboards (grease cutting cleansers works well on top of cabinets)
6. **THOROUGHLY** clean kitchen appliances, inside and out. **Scrub** stove-top and burners, hood, oven, and broiler including racks. It may be helpful to **soak** stove parts overnight in warm soapy water. Don't forget to lift stove top to vacuum and clean around burners. Carefully move appliances away from wall to clean the exterior, the wall behind, and floor under the appliances. **UNPLUG** refrigerator after cleaning **and prop door(s) open** to prevent mold and mildew. Clean drain tray under refrigerator.
7. Vacuum entire **A/C filter** and **ceiling fan, wipe blades clean**
8. **CLEAN/SCRUB** all bathroom surfaces including walls, windows, fixtures (stool and sink, tub), medicine cabinet/shelving, **grouting**, all chrome, and floor. Tilex/ Ajax or Greased Lightning works well on these surfaces with a scouring pad/brush.
9. Check all high traffic area walls, halls, and stairways for hand-prints, bicycle tire marks, etc. **REMOVE** with 409 spray.
10. Finally, **MOP** all wood and linoleum floors (no wax please). **Murphy's Oil soap** is an excellent product for wood flooring. Linoleum flooring generally requires some extra effort to remove all dirt (scrubbing floor will help). Carpeting will be professionally cleaned just as it was prior to your occupancy.

Please LEAVE ALL KEYS, Parking passes in an envelope on top of the refrigerator. Email your FORWARDING ADDRESSES (for Damage deposit return and CRP issuance) with a list of any necessary maintenance items (slow drains, faucet drip etc.) to UofMHousing@gmail.com by the 30th / 31st. Given that you provide me with your new address(es), State law mandates any Deposit refunds to be postmarked within 21 days of vacating. PLEASE LOCK THE DOOR AND LOCK ALL WINDOWS. If you need a key to lock door, slide key used under the apartment door once door is secure.

Thank you very much for your tenancy. Feel free to provide our name as a rental reference.