

SouthGate Property Management

755 Mormon Trek Blvd • Iowa City, IA 52244 • (319) 339-9320

IMPORTANT CHECK OUT INFORMATION

We hope that you have enjoyed your stay with SouthGate Property Management and wish you the best of luck with your future endeavors!

Before you leave, SouthGate Property Management will check you out of your apartment. It is requested, not required, that one tenant be present during this inspection, in case of any questions or additional cleaning requirements. If you choose not to be present at your checkout you need to call our office and let us know how you will return your keys BEFORE your scheduled checkout. At the time of check out, your unit must be completely empty and clean. Your move out appointment is scheduled for _____. If you have not vacated your apartment by your scheduled check-out time a \$150 hold over fee will be assessed daily in addition to any cleaning charges.

CARPETS- Per your lease agreement, your carpet will be professionally cleaned and the amount will automatically be deducted from your security deposit. SouthGate Property Management will hire professional carpet cleaners to clean your carpet unless you provide us with a receipt at your checkout from a professional carpet cleaning company stating it has already been done. SouthGate Property Management reserves the right to send in additional carpet cleaners if deemed necessary.

CLEANING- Moving time can be very stressful, especially if you do not plan ahead or do not allow enough time for cleaning. Many times it takes longer than you may think! Please pay close attention to the cleaning expectations that are enclosed with this letter. The SouthGate staff members will be using this as a guideline when inspecting your apartment.

REPLACEMENT ITEMS- Remember to replace all burnt out bulbs with the appropriate wattage and any non-working smoke detector batteries. Another highly suggested replacement is your drip pans on your stove top. Please be sure to buy the correct drip pans for your stove and plan to buy them a few weeks ahead of time because retailers often sell out by the end of July.

NAIL HOLES- Do not fill nail holes! No charge will be made for normal sized nail holes as long as they are not concentrated in one area and there are not an excessive amount of holes throughout the apartment.

MOVING- Parking or driving on the grass or sidewalks is prohibited while moving. At many of our properties large dumpsters will be provided. Please make sure that all of your garbage is put inside the dumpsters. Garbage left in your apartment will be a fee of \$10 per bag. Do not leave items outside of the dumpster.

ADDITIONAL CHARGES- At your check out you must return all keys and garage door openers for your unit. If all keys are not presented at check out, a \$75 fee will be charged to your account as per your lease. You must also notify the utility companies that you will be moving out and put the utilities in SouthGate Property Management's name. Any past due balances are still your responsibility and will be deducted from your security deposit if not paid.

Please see the attached cleaning sheets for more information.

CLEANING EXPECTATIONS CHECKLIST

KITCHEN

- Replace dim or burnt out bulbs, including appliance bulbs
- Clean all appliance surfaces
- Using a degreasing product clean the stove top and backsplash
- Clean drip pans or replace them
- Clean under the burner panel
- Clean lower drawer of the stove and hood vent
- Clean all major appliances, interiors and exteriors, including the oven, fridge, microwave, & dishwasher. Also under the stove and refrigerator.
- Clean all kitchen cupboards and drawers, inside and out
- Clean counter tops and sinks
- Once finished cleaning the kitchen, clean the sink and mop floors

Suggested Supplies

Easy Off Oven Cleaner, Scotch Brite Pads, Lysol Multipurpose Floor Cleaner, 409 Degreaser and Surface Cleaner.

BATHROOM

- Replace burnt-out bulbs with appropriate wattage replacements
- Clean medicine cabinet interior, exterior, and glass
- Clean sink and faucets
- Clean vanity cupboard interior and exterior
- Clean the tub/shower enclosure and fixtures with The Works. Spray on tub and let set, wipe down until dry to prevent leaving a film, when done run fingers along to check for soap scum
- Clean toilet seat, lid, base, and floor around the base
- Once finished cleaning the bathroom, sweep and mop the floor

Suggested Supplies

The Works Tub and Shower, The Works Toilet Cleaner, Lime A Way, Windex, and Lysol Floor Cleaner

FURNACE CLOSET

- Sweep and scrub floors

ALL ROOMS AND HALLWAYS

- Clean ceiling fan blades and light fixtures
- Clean ceiling light fixtures, replacing burnt bulbs
- Dust ceiling vents and floor registers
- Windex all windows, windowsills, and window tracks
- Vacuum or dust all blinds
- Vacuum all floors including edges around baseboards and corners
- Damp wipe baseboards
- Clean and damp mop all vinyl floors, including kitchen, bathroom, and furnace closet

DECK AND GARAGE

- Sweep deck and remove cobwebs
- Windex sliding glass door
- Replace bulbs if needed
- Sweep garage floor
- Remember to leave your remote control and garage keys with your other keys

COMPLETE SUPPLY LIST

- Paper towels and rags
- Mop, broom, and vacuum
- Non-abrasive cookware sponge
- Lime Away
- The Works Tub & Shower and The Works Toilet Cleaner
- 409 Degreaser and Easy Off Oven Cleaner
- Lysol Multipurpose Floor and Surface Cleaner
- Mr. Clean Magic Erasers
- Light bulbs
- Drip pans

The person inspecting your apartment does not have the authority to refund any deposits. Your security deposit, minus any deductions, will be mailed to you within 30 days as required by state law. If SouthGate Property Management is unable to forward you a security deposit disposition within the 30 days, we are required to notify you in writing. You will expedite this procedure by returning all keys and reporting a forwarding address when checking out. Once you have received your security deposit, if you have discrepancies please forward them in writing to our office. Unfortunately, we are unable to solve any matters on the phone or in person.

Thank you again for choosing SouthGate Property Management. We have enjoyed having you as tenants and appreciate your business. Please call 339-9320 if you have any questions.