

## **Process and Instructions for Lease Expiration and Move-out**

Echo Summit will begin marketing and showing your property roughly one month before Expiration Date. We will always attempt to give you 24 hour notice of showing time, and before entering the property, where practical. To minimize the amount of time it will take to rent your, please make sure property is in clean and showable condition, and we request that you not be present at time of showing, if possible.

Before Expiration Date, make sure that your carpets (if applicable) have been cleaned by a professional cleaning company (Coit, Stanley Steamer recommended), and that the property itself is in professionally cleaned condition (per the checklist below). If you have repairs that need to be made (such as wall re-texturing and painting), we would be happy to arrange for one our certified vendors assist you. Do NOT patch nail or tack holes... we will do this.

On your day of check-out, if you would be so kind as to leave on the counter

1. Keys, mail keys and any gate/garage door opener(s)
2. A copy of your carpet cleaning receipt
3. Your forwarding address for security deposit return
4. You will receive your security deposit disposition as outlined in your lease agreement.

## **Property Cleaning Checklist**

Upon vacating the property, please make sure that the following are cleaned in a professional fashion. We strongly recommend using a professional cleaning company:

### Throughout

- o Sweep and mop solid floors
- o Professionally clean all carpets
- o Wipe down walls, doors and door frames
- o Clean inside of windows
- o Clean inside window tracks and sliders
- o Clean door entryways
- o Wash blinds
- o Wash baseboards
- o Wash handrails
- o Wash ceiling fans/blades

- o Clean exposed basement ductwork
- o Removal and disposal of debris and cleaning refuse
- o Clean washer / dryer

### Bathrooms

- o Clean toilet (inside, outside)
- o Scour shower/tub, sink and counters
- o Clean mirrors, light fixtures and cabinets

### Kitchen

- o Deep scour and clean oven, stove top and microwave
- o Clean inside/outside of refrigerator
- o Clean sink, counters, cabinets (inside/outside) and drawers

### Garage

- o Clean shelves
- o Sweep floor and hose out if possible
- o Remove all debris

### Outside

- o Porch/patio/deck cleaning and hose off
- o Remove all debris

Many thanks!

Echo Summit Property Management Team