

---

## CHECKOUT INFORMATION

Thank you for renting a residence managed by JPM Property Management. We are sorry to lose you as a tenant but wish you luck in your future endeavors.

In order to return to you the greatest amount of your security/ cleaning deposit, upon terminating your tenancy, the following is given as a guideline. The cost of cleaning has significantly gone up, so please make sure to clean thoroughly, so you aren't charged.

1. All of your furniture, appliances and personal items must be removed from the premises before an inspection can be made and all keys must be turned into the office. **You will be charged rent even though you have moved from the premises if the keys have not been turned in.**
2. Remove all trash from the premises.
3. Repair any damage you have caused. It will be less expensive if you take care of it. Our handyman charges \$95/ hour + parts.
4. Patch and paint all nail holes with a matching paint color and sheen.
5. Make sure the following items are clean and ready for the next tenant. Note our cleaners charge \$30-35/ hour
  - a. Windows (inside and out), sills, screens and tracks
  - b. Refrigerator, dishwasher, microwave, oven/ stove, hood and vent, washer and dryer- (wipe off and out, clean under them also)
  - c. Drapes, rods and blinds
  - d. Baseboards- wipe off dust
  - e. Vents/ Registers (dust)
  - f. Light fixtures and fans (make sure all bulbs work)
  - g. Inside and outside of all cabinets, countertops
  - h. Sinks, faucets, tubs and showers, toilets
  - i. Mirrors
  - j. Change filters if dirty
  - k. Garage and driveway- clean oil stains, sweep out/off
  - l. Landscaping- weeds sprayed and remove, grass mowed, debris removed, cobwebs removed from eaves
  - m. Remove animal waste from the yard
  - n. Storage swept and clean
  - o. Vinyl or tile floors swept and mopped
6. The carpet will be professionally cleaned out of your cleaning deposit.
7. **Return all keys to JPM no later than your move out date in order to avoid paying additional rent. Leave the garage door openers on the kitchen counter.**
8. Make sure JPM has your forwarding address, so we know where to send any refunds.