



DIXIE & ANNE LEAVITT
Foundation

216 South 200 West, P O Box 1027, Cedar City, UT 84721-1027
Phone: (435) 586-1558 * Fax: (435) 586-1510

VACATING AGREEMENT

**PLEASE COMPLETE, SIGN, & RETURN THIS FORM TO THE
MANAGEMENT OFFICE 15 DAYS BEFORE YOUR MOVE-OUT DATE
OR YOU WILL BE CHARGED RENT FOR 15 DAYS!**

I, _____, Tenant of unit number _____ of (complex)
_____ apartments, **DO NOT** intend to renew my lease
which expires on the _____ day of _____, 2017.

I will vacate my apartment on the _____ day of _____, 2017.

Tenant _____ Date _____
(Signature)

NEW CONTACT INFORMATION (*This is where we will mail your security deposit*):

Street, Apartment or Suite No

City, State, Zip Code

(Cell)(____)____ - _____ (Alt #) (____)____ - _____

REASON FOR MOVING

_____ *Purchased home*

_____ *Change in household composition*

_____ *Job-related relocation*

_____ *Other*

TO: VACATING TENANT
RE: APARTMENT CLEANING AND INSPECTION

Cleaning requirements are strict but not unreasonable. Because there are often discrepancies between tenant's definition of clean and the manager's requirements, this is a **PARTIAL** list of what your Manager will be looking for. We hope this list of commonly overlooked areas and the attached checkout list, will facilitate check out.

GENERAL

- Everything needs to be removed from walls: Nails, hooks, mirrors, etc. The apartment needs to be left as you found it.
- Please **DO NOT** fill or paint any holes or dents in the walls, molding, etc. If you fix holes yourself the finish will not match. If this is the case, you will be charged extra for the repairs.
- **Tenant MUST remove all vinyl lettering. If you leave it for us, you will be charged \$10.00 per letter.**
- **There is a charge for excessive holes** (more than 15 holes and large holes).
- As will be detailed in all new lease agreements, the carpet will be shampooed after you have vacated and a mandatory charge will be deducted from your deposit. The carpets need to be left in a condition ready to be shampooed (no dirt or trash). Stains such as punch, fruit stains, hair dye, paint, glue, bleach, etc., are not considered normal wear and tear on carpets. Repair or replacement cost will be deducted from your Security Deposit.
- Baseboards throughout the entire apartment need to be clean and white. Dusty, muddy or streaked baseboards will not pass inspection.
- Dim or burned out light bulbs need to be replaced.
- Sweep and clean area in front of your apartment. Outside doors need to be washed.
- Windows must be streak free. Windowsills clean and streak free.
- Blinds must be dust free and streak free. Contact Manager for suggestions for cleaning blinds. Walls must be free of streaks and fingerprints. Walls can be successfully washed down with ammonia/water solution.

LIVING ROOM

- If you have a closet, the shelves must be dusted-again no streaks.

KITCHEN

- Floor must be mopped. Black scuffs must be removed (Softscrub works well!). Watch the corners carefully.

- Clean the refrigerator. It should sparkle inside and out, and **underneath**. (To clean underneath, lift the front up and pull straight out on the rollers). Don't miss the top of the refrigerator. **DO NOT SHUT OFF or UNPLUG THE REFRIGERATOR. (You will be charged \$500.00 for a new fridge if you do.)**
- Stove top and oven must be grease free. The pans under the heating elements need to be completely clean. This **is** possible. Trying using an S.O.S. pad. Also, lift the stove lid and clean underneath. The oven will come completely clean, but it takes time. Try spraying oven cleaner in it the night before you plan to clean it. The Manager is not allowed to pass a partially cleaned oven. Clean underneath the stove.
- Sinks need to be cleaned with Comet cleanser or some other **abrasive**. Fixtures and sink need to sparkle.
- Wipe out all cupboards and drawers. Drawers can be removed for easy cleaning. Please leave the refrigerator and stove out in the kitchen after you clean under them until after the inspection. Again, Do Not unplug or turn off the refrigerator.
- Please clean out water heater closet. Wipe down water heater and mop floor and dust grates if the door has them.

BATHROOM

- Bathroom, shower and toilet must be white and free of streaks. SoftScrub or Comet cleansers seem to work best. You will need a stiff brush or scrubber. The fixtures need to be free of water marks. (Since the shower is made of non-porous plastic it is possible to get it white).
- Sink needs to be shining. Underneath sink needs to be cleaned out. Vacuumed if necessary.
- Clean toilet, both inside and outside. Wipe down the bowl and don't forget the floor behind the toilet.

BEDROOM

- Closet shelf needs to be dusted off. Shelves in bedroom closet dusted or washed off.
- Don't forget to clean the window glides. Dirt and bugs are usually found in them. Please have them cleaned before the inspection.

PLEASE CALL 3 (THREE) DAYS IN ADVANCE WHEN YOU WILL BE READY FOR THE INSPECTION SO THEY CAN SCHEDULE AN APPOINTMENT.



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Dear Tenant:

It is your responsibility to make an appointment at least three (3) days in advance of your vacancy date.

If you fail to make an appointment, you will be charged **\$25.00** on your security deposit.

Please call our designated check-out line to schedule an appointment for your check-out at **435-865-4064**.

If no one answers, please leave a detailed message with your name, phone number, address and desired check-out date and time. Check-outs will only be done M-F between the hours of 8:30 am and 4 pm. You are not required to be there during the check-out.

