



Property Management, Inc.
1801 F St. Bellingham, WA 98225

www.apex-property.com
Tel: 360.527.9829 Fax: 360.527.3082

Property Address: _____

Expiration Date: _____

Dear Valued Tenant(s):

Thank you for choosing Apex Property Management, Inc. for your rental needs. We are sorry to see you go but hope this letter will provide a smooth transition. **Keys must be returned by NOON** to our office on the expiration date or you will be charged \$100 a day until they are returned in accordance with your lease. If it is the weekend, there is a drop slot to the left of the front door. **PLEASE LEAVE A FORWARDING ADDRESS AND CONTACT PHONE NUMBER ALONG WITH THE KEYS IN AN ENVELOPE.**

As a reminder, you must thoroughly clean your apartment before you leave. Please leave enough time to clean in order to avoid cleaning charges that will amount to \$30/hour. We have provided a cleaning list below as a guide.

CLEANING LIST

- Kitchen:

- ◆ Refrigerator:

- Remove ALL FOOD from refrigerator and freezer areas
- Wash inside of refrigerator & freezer with warm water. Make sure inside is spotless (egg trays, door shelves, etc)
- Take out all drawers and wash in warm water - dry and replace.
- Wash and dry outside of refrigerator - **including the top of the refrigerator.**
- Move refrigerator out from wall and clean underneath. DO NOT TURN OFF OR UNPLUG
- If you do not have a frost-free refrigerator, you must thaw out the ice. Give yourself enough time to clean up the ice and excess water as it melts so it does not leak everywhere creating a big mess.
- Dust off grill at bottom of refrigerator.

- ◆ Stove:

- Remove racks, broiler pan and drip pans. Soak in hot water to clean (scrub if necessary), dry well and replace.
- Clean/Scrub inside of oven, top of stove, under elements (may need to lift up stove top) and pan drawer. If it is not a self-cleaning oven, you must use an oven cleaner and scrub where necessary.
- Wash and dry outside of stove.
- Pull out stove or take out bottom drawer and clean under stove.**
- Scrub the range hood and exhaust fan (it gets dusty on top). Clean filter.

- ◆ Cabinets and Drawers:

- Remove all items from cabinets and drawers.
- Wash cabinets inside and out. If something is sticky, make sure you scrub to remove it.
- Wipe out drawers with damp rag. If something is sticky, make sure you scrub to remove it.
- Scrub sink with comet or other cleanser and clean off all counter tops well.

- Bathroom (s):

- Clean bathtub, tile or surround around the tub. **SCRUB OFF ALL SOAP SCUM, DIRT & MOLD.**
- Clean inside and outside of toilet. **MAKE SURE YOU CLEAN UNDER AND BEHND TOILET.**
- Clean / scrub sink and all sink fixtures.
- Clean the inside of medicine cabinet or any other cabinets in bathroom.
- Clean all mirrors.
- Replace all burnt out light bulbs with proper replacements (ie: Heat lamp bulbs or Vanity bulbs)
- Wipe down exhaust fan covers in bathroom



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• Laundry Areas:

- Remove all items from washer/dryer
- Remove lint from dryer**
- Clean inside the washer for any soap residue.
- Clean behind & under washer & dryer** – at the very least, sweep the sides if you cannot move the washer/dryer.
- Wipe down outside of both units*

• Miscellaneous:

- Wash all light fixtures covers in warm water - rinse, dry and replace - bugs and dust accumulate in these.**
- Clean off all outlet covers* (electrical and lighting).
- Replace any burnt out bulbs.**
- Clean windows, window tracks and windowsills (also tracks on sliding glass door must be cleaned.)**
- Wipe down all closet shelves (bedrooms, hallway, bath, etc)
- Wipe down all doors (inside and out) - both interior and exterior doors
- If you have a garage, clean out all debris and sweep
- Vacuum all carpeted areas
- Clean/dust all blinds
- Scrub all vinyl floor areas (kitchen, bath, entry, washer/dryer areas, etc), including under and movable appliances (do this last)
- Dust all baseboards.
- Remove any garbage and dispose of properly – do not leave any items in the apartment that did not come with the apartment. If you leave garbage in excess of what can fit in the garbage can, you will be charged a dump fee.
(NO FURNITURE IN DUMPSTERS)

THIS LIST IS MEANT AS A GUIDE AND MAY NOT BE ALL-INCLUSIVE. THE APARTMENT / HOUSE SHOULD BE LEFT IN A CONDITION WHERE THE NEXT TENANT CAN MOVE RIGHT IN WITHOUT ANY ADDITIONAL CLEANING. THE GOLDEN RULE IS IF IT CAN BE CLEANED, SCRUBBED, MOPPED, VACUUMED, DUSTED, ETC., IT SHOULD BE DONE.

Other Information:

- **Notify the utility companies to stop services in your name (i.e. electric, cable, phone, gas)**
- **Fill out a change of address form at the post office or on their website**

<https://moversguide.usps.com/?referral=USPS>

Deposits are issued in the name of ALL tenants who are listed on the Lease Agreement or Lease Assignments. If the deposit needs to be issued in the names of each tenant individually or in the name of one tenant only, a letter must be given to our office that states how the deposit is to be split and this letter **MUST BE SIGNED BY ALL TENANTS LISTED ON THE LEASE**. If all tenants do not sign the letter, one check will be issued in ALL names. If a separate check per tenant is requested, a \$5 fee per check will be assessed against the deposit. A \$25 stop payment fee may apply for any lost check that is requested to be rewritten.

- **Once keys are returned, no one is allowed back in the rental unit for any reason.**

Thank you, for your cooperation and good luck in your future endeavors. If you have any questions or concerns, please call the office to discuss, at (360) 527-9829.