



To: Tenants
From: American Edge
Subject: Move-Out Procedure

Thank you again for being tenants of American Edge! As you are aware, your lease will be ending soon. You will need to call our office to schedule your appointment for your FINAL walk-through inspection. (Per lines 40 – 44 of the Rules and Regulations). Please call at least one week prior to the last day of your lease to schedule.

- Be prepared to turn in ALL of the keys for the premises at the time of your appointment. Please put bedroom keys in the respective door knobs.
- All cleaning should be completed, and all belongings will need to be removed from the premises prior to the final walk-through inspection (“Premises” also includes: porches, garages, driveways, and yards). After your final walk-through inspection has been completed; you will no longer be allowed on the premises.
- You will also provide **one** forwarding address at the time of your final walk-through inspection to send the security deposit statement to. Be sure to also provide forwarding addresses to the Menomonie Post Office.
- All utilities remain the tenant’s responsibility until the final day of your lease.
- Do not leave large furniture behind (you can take it to the dump). The costs of leaving furniture behind are high.

I am sure you will be anxious to receive your security deposit refund. Listed below are the cleaning/damage charges (but not limited to) that will be deducted from your security deposit *if they are not done, or not done completely.*

• Furnace Filters	\$20.00	• Clean Refrigerator/Freezer	\$60.00+
• Mow/Rake Lawn	\$50.00	• Clean behind appliances	\$50.00
• Light Bulbs	\$5.00/light bulb	• Discharged Fire Extinguishers	\$80.00
• Batteries for detectors	\$5.00/battery	• Smoke/CO Detectors	\$ 25.00/detector
• Clean Oven/stove	\$60.00+	• Re-Key (Per Lock)	\$ 40.00
• Additional cleaning	\$30.00/hr	• Damages	\$44/hr + materials

If the condition of your carpet is dirty/stained beyond the point of normal wear and tear; American Edge will contract for professional steam cleaning or replacement at the expense of the tenant(s). Any unpaid utility bills will also be deducted from your security deposit.

When you received your keys you were given a document called a **CHECK-IN RIDER** that you were to turn into the office within 8 days. The purpose of that document was to record the condition of the property/premises when you moved in. You may want to refer back to that document; as those are the things we will be looking at in regards to cleaning and condition when we do the walk through.

Please ensure you leave the home in the best condition possible. Attached is a list of items to clean so you can receive the maximum amount back on your security deposit. Best of luck to you in the future and thank you for renting from American Edge Real Estate Services Inc. Please keep American Edge in mind for your future rental needs.

Respectfully,

Cleaning Checklist:

- Oven/stove
- Oven Hood/vent fan
- Dishwasher and dishwasher door
- Drip pans on stove top
- Refrigerator and freezer (including top and outside)
- Behind fridge/stove (be careful not to damage floors)
- Kitchen sink
- Kitchen and bathroom countertops
- Cabinets and drawers (kitchen and bathroom)
- All flooring in entire home/apartment. Exterior of cabinets and appliances in kitchen and bathrooms
- Tub/showers
- Toilets
- Bathroom Sinks
- Bathroom Mirrors
- Bathroom Medicine cabinets (inside and out)
- Light fixtures/switches (clean/dust)
- Baseboard heater covers (dust/wipe off)
- Wipe closet shelving and trim
- Blinds
- Window sills/window or sliding door tracks
- Replace all burnt out light bulbs
- Walls and trim that have gotten dirty

DO NOT UNPLUG YOUR REFRIGERATOR OR TURN IT OFF.

This list is not all encompassing, but should serve as a baseline for you to clean the home in preparation for your final walkthrough. **One important note: This cleaning must be done before your final walkthrough.**



Additionally, if you have left over non-perishable unexpired food that you are not taking with you, please feel free to box or bag it up and leave it neatly on your kitchen counter. We will collect it and donate it to Stepping Stones of Menomonie. Ensure you do not simply leave your food in the fridge or cabinets, though, or we will charge for the clean