

## VACATING PROCEDURE – Green Management LLC

**Check out time is no later than NOON the last day of the month.** Unit must be completely cleaned and vacated prior to noon. Keys, forwarding address, and phone number should be left for management. Place in drop box, or leave on counter of the vacated unit. Lock door, and leave message for management indicating the unit is vacant.

A charge of \$20 per hour is imposed for every hour or partial hour resident stays beyond Noon, the last day of the month.

Resident is to keep unit clean and presentable upon giving notice to vacate. Unit must be available for showings. Resident will be held responsible for the following month's rent, if unit is not presentable and/or available for showings.

**Management will hire professional Steam Cleaners to clean carpet.** (Fee will be deducted from the security deposit.)

It is not permissible to drive on lawn.

**Electricity and Heat must be left on during the duration of the rental obligation.**

Pipes can freeze and burst in cold weather when heat is turned down. This damage would be the resident's responsibility.

**Resident is responsible to contact Xcel Energy to set up their own disconnection of service for the end of the rental obligation.**

**Online Payment** – if utilizing the online payment system: It is resident's responsibility to turn off any automatic payments.

- Defrost Freezer:** Wipe up any melting water. Water left on floor can damage this and neighboring units. To speed defrosting, use pan of hot water, or a blow dryer. Do not use sharp instruments, which can puncture the lining, and break the freezer. Any damage would be at the expense of the resident.
- Refrigerator:** Clean inside and outside of appliance, wash shelves, drawers etc. Turn refrigerator off, loosen light bulb so it turns off, and leave refrigerator/freezer doors open.
- Stove/Oven:** Clean inside and outside of stove/oven (on and under drip pans/rings). Cover floor when using oven cleaner. If drip pans are excessively dirty, or stained they should be replaced by resident.
- Cupboards, Countertops, and Drawers:** Clean all dirt, dust, food, crumbs, etc. Clean any residue on the outside of cabinets.
- Dishwasher:** Clean the outside of dishwasher, inside of door, and around the seal.
- Sinks and Faucets:** Clean residue from kitchen and bathroom sinks and faucets.
- Drains:** All drains must be free of any blockages.
- Tub/Shower:** Use tub/shower cleaner to scrub dirt, soap scum, and mildew from the tub/shower area.
- Toilet:** Scrub inside of toilet bowl with cleaner and toilet brush. Clean the seat, base, inside/outside of toilet and surrounding area.
- Medicine Cabinet/Mirrors:** Clean all mirrors and wipe any residue from inside/outside the medicine cabinet.
- Vanity:** Wipe all drawers, cabinets, countertop, and outside of cabinets.
- Light Fixtures & Electrical Receptacles:** Light fixtures and light bulbs must be clean, in place, and in working order. Use appropriate and matching light bulbs in each fixture. Clean any residue off the electrical receptacles and switch covers.
- Walls:** Wipe off any marks. Do NOT fill in nail holes. Resident will be charged if done improperly.
- Heat Registers and Baseboards:** Dust and wipe clean.
- Smoke Detectors:** Smoke detectors must be intact, and in working order. If battery operated, a working battery must be in place.
- Blinds:** Blinds should be clean, intact, and in proper working order, with no damage.
- Closets:** Wipe all shelves and vacuum carpet, or mop floor.
- Windows:** Clean glass and window tracks inside the unit.
- Air Conditioner:** Wash dust, dirt, and residue from air conditioner grill. Clean filter with warm soapy water.
- Flooring (Last):** Sweep and scrub all non-carpet flooring. Thoroughly vacuum all carpet flooring, including along the edges.
- Garage:** Sweep garage floor. The area under and around the garage door must be clean of snow and ice.

If unit is not acceptable, it will be cleaned with costs for labor, supplies, and overhead being deducted from the security deposit. Any charges in excess of the security deposit are billed to the resident.