

## MOVE-OUT CHECKLIST

August 2007

Dear Tenant:

We are glad you chose to live in a RoomSimple house and we hope the experience has been pleasurable for you. In order to receive your full security deposit back, you need to leave your rented home clean as well as undamaged. We recommend printing this out and checking off items when they are completed. This list is also posted on our website for your reference.

Please perform the following actions:

- Removal of Personal Property and Trash:
  - Remove all personal belongings from the premises, including the basement, garage and yard. You will be charged if we have to remove your items.
  - Properly dispose of all trash. DO NOT pile trash up on the lawn or in the garages. Yards and porches must be free of litter, trash, furniture, etc.
- Keys:
  - Return all keys, including any copies you made. If any keys are missing, you will be charged to change the locks.
- Utilities and Mail:
  - Call utility companies to request “final meter readings.”
  - Make sure you have told the utility companies where to send your last invoice (utility company phone numbers are on our website for your reference). A \$50 fee will be assessed against you (plus any fees owed to the utility companies) and these amounts will be taken out of your security deposit if you fail to settle your account with the utility companies prior to the end of your lease term.
  - Remember to contact the post office to have your mail forwarded to your new address. RoomSimple is not responsible for lost or stolen mail after your lease is terminated.
  - Cancel all magazines and newspaper subscriptions.
- Cleaning:
  - Kitchen:
    - Clean all debris from storage areas and wipe clean.
    - Check under the sink for cleaning supplies (and get rid of them).
    - Clean oven, stove, and storage drawer under range.
    - Clean drip pans under burners and remove any burned food.
    - Clean the fridge by first unplugging it and removing everything inside. Then thoroughly wipe down the inside. When you are

- done, plug it back in and set it to the most energy saving setting. It should be completely empty.
- Clean the counters and the floor.
  - Wash the outside and inside of the cupboards (especially around the handles). All the cupboards should be emptied.
  - Bathroom(s):
    - Clean tub and shower areas.
    - Clean toilet.
    - Wash basin.
    - Clean floors.
    - Clean mirrors.
    - Wipe off shelves.
  - Bedrooms and Social Areas
    - Vacuum or sweep floors.
    - Clean windows.
  - Porches and Patios:
    - Remove all personal articles.
    - Clean any glass inside and out, and the window track.
    - Sweep floor.
  - General:
    - Remove all nails, tacks and putty from walls. Make sure walls are in good repair and clean.
    - Put screens back in windows.
    - Wipe washer and dryer clean (both inside and out) and remove all lint.

Please contact our property manager, Cathy Leonard, at [leonar81@msu.edu](mailto:leonar81@msu.edu) or 989-763-6898 to arrange a time to turn in your keys. Someone will inspect the house after you have moved out against the inventory checklist that was completed when you first moved in. If you have paid all your rent, returned all your keys, the house is entirely clean and there is no damage, we will return your security deposit within 30 days after your move out date. Please send your forwarding address to [jclune@roomsimple.com](mailto:jclune@roomsimple.com) and [cmcvety@roomsimple.com](mailto:cmcvety@roomsimple.com) within 3 days after you move out so we know where to send your security deposit.

If you have any questions about the move out procedure please email Cathy, Jeff and Chris at the email addresses above. Also, if you have any comments on how we could make our future tenants' rental experience more enjoyable, please let us know. We appreciate any feedback you can provide us. Thanks for renting from RoomSimple!

Sincerely,  
**Chris and Jeff**  
**RoomSimple, LLC**