



100 Athens Town Blvd, Suite 1B
Athens, GA 30606
www.IronHorsePropertyManagement.com
management@ironhorseathens.com
706-395-5053

Dear Resident,

We hope that you have enjoyed living here! Please find your move out instructions and cleaning instructions below.

MOVE OUT INSTRUCTIONS:

- Your keys must be dropped off to our office no later than **12:00pm/noon** on the date your lease ends. Our office is open from 8:30am – 5:30pm. If we are not at the office you may utilize the drop box outside of our office, but please **label your keys** so we know which property they belong to.
- We will complete a move out inspection of the property within **3 days of vacancy**.
- You will receive an email with pictures and charges of any damages or cleaning to be done within those 3 days, if applicable.
- All keys must be turned over to Iron Horse Property Management, including but not limited to door keys, mailbox keys, pool keys, gate remotes, garage openers, and keys to any other space that may need to be accessed during the term of management.
- **Carpets must be professionally steamed cleaned and free of major stains and smells. A receipt of service must be provided to Management at move out from a professional carpet cleaner company.**
- **Utilities must remain on and in the tenant's name until the move out inspection is complete.**
- Please be sure you have scheduled to disconnected utility services and send notice to the post office of your change of address. We cannot ensure that future tenants will hold onto or forward your mail or packages to you.
- If you have not already done so, please give us your new forwarding address.

Our goal is to help you get your FULL security deposit refund back! In order to do so, please follow the cleaning instructions described below. We expect you to leave the rental property in the same condition it was when you moved in, except for normal wear and tear. Normal wear and tear is a result of the use of the property provided that there was no negligence, carelessness, accident, or abuse of the Premises by tenants or guest of the tenant's.

The following items should be taken care of prior to you turning your keys in. If a manual process must occur to take care of it, the charge will be taken from your security deposit. A copy of your move-in checklist can be found in your online tenant portal. We will be using this same form to inspect the Premises when you leave.

CLEANING INSTRUCTIONS:

- **ALL personal belongings must be removed.** Please do not leave anything behind that includes bags of trash, clothes, food, newspapers, furniture, appliances, dishes, plants, cleaning supplies, or other items that belong to you. Discarded property that the sanitation company will not pick up, such as, mattresses and furniture.
- **Kitchen oven/range/hood vent:** should be clean and free of grease, grime, and stains. The top of the stove, drip pans, rings and under the burners must be clean.
- **Refrigerator and freezer:** refrigerator must be defrosted, all food must be removed, and the inside and outside must be wiped clean.
- **Kitchen cabinets and countertops:** should be completely emptied and wiped clean outside and inside.
- **Bathtubs and showers:** must be cleaned and free of any hair, soap, soap scum and mildew. All tiles must be cleaned. Shower curtains and liners must be removed.
- **Bathroom toilets and fixtures:** Toilets and plumbing fixtures must be cleaned and scrubbed. The bathroom cabinets and closets must be emptied, and drawers vacuumed and wiped cleaned.
- **Nail holes:** Please remove all hardware from walls. Do NOT spackle or paint. This will be assessed at your move out inspection.
- **Light bulbs:** burned out light bulbs must be replaced.
- **Ceiling fans and light fixtures:** must be free of dust, dirt and grime.
- **Walls, baseboards, ceilings, shelving:** must be vacuumed of any dirt and dust and wiped down until clean.
- **Doors and windows:** All doors, door pockets, windows and window coverings must clean from any marks and dust debris. All windows and doors must be closed and locked with screens in place and fully intact. *All blinds must be cleaned and in working order.* All windows must be operational; **any cracked panes must be replaced.**
- **Flooring:** All vinyl, tile and wood floors must be swept/vacuumed and mopped and free of debris and stains. **Carpets must be professionally steamed cleaned and free of major stains and smells. A receipt of service must be provided to Management at move out from a professional carpet cleaner company.**

- **Patio/Deck:** Any outdoor space must be free of all trash and swept or blown clean. All porches, decks, and fencing must be in good repair other than normal wear and tear.
- **Air filters:** Air filters should be new or recently replaced.
- **Yard/Landscaping:** must be mowed one more time right before you move out and bushes and/or shrubs trimmed.
- Property must be free of pest, such as, but not limited to, cockroaches, centipedes, mice etc.

If you have any questions as to the type of cleaning that we expect or need carpet cleaning company recommendations, please reach out to Management at management@ironhorseathens.com.

Sincerely,

Iron Horse Property Management
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