

Offenhartz Management
196 Battery Street, Burlington VT, 05401
802-540-0860

As you prepare to move out, please review the following:

Tenant(s) must make sure their apartment is clean upon vacating. The expectations are listed below. Failure to adequately clean will result in deductions from your security deposit. Please note that this is not an all-inclusive list. You may also be charged for cleaning, repairing or replacing items not on this list if they are discovered after your move out. Tenant agrees property remaining in the unit or anywhere on the premises after the Tenant has vacated shall be deemed abandoned by the Tenant and Owner may dispose of the personal property without notice to the Tenant and without liability to the Owner. You may be responsible for a disposal fee, which will be deducted from your deposit. **DO NOT leave items on the curb. The city issues fines for this and will be passed on to you.**

Trash: Plan ahead – please start bringing trash and recycling out weeks before moving. Trash gets overloaded at move out time. Make sure all trash is securely bagged and all recycling neat. You will be charged extra if you do not comply.

General Cleaning: Suggested cleaning products - kitchen: dish soap, windex or general cleaner/degreaser (do not mix windex with bleach products) Bathroom: Comet, bleach cleaner Floors: Murphy's Oil Soap, Swifter mops

Floors: Sweep & mop hard surfaces to remove all dirty and grease (you may need to mop multiple times) Vinegar & water is also a great solution for dirty kitchen floors. Vacuum all carpeting, shampoo if stained.

Heating Units: remove all dust, lint or debris. Wipe clean with damp sponge.

Refrigerator: Empty completely. All drawers and shelves should be free of debris and spills and sanitized. Wipe down front, top and sides. It is easiest to clean when it's at room temperature.

Stove/Oven: Clean stove top and sides. Wipe down all surfaces including: top, drip pans, sides, front, and control surfaces. Clean oven with self cleaner option on stove (if available on your stove) or oven cleaner, follow instructions on can, especially safety instructions.

Kitchen Cabinets & Drawers: Empty Completely. Wipe shelves, doors, drawer interiors and handles with multipurpose cleaner so all dirt and grease has been removed.

Countertops & Sink: Wipe surfaces. Remove debris from sink drains & strainers. Scrub sink with a mild abrasive cleaner.

Walls: Remove all tacks and nails. Clean walls above counters and behind stove. Wipe off all scuff marks on walls throughout. Use Magic Erase sponge as needed. Wipe down window sills.

Bathroom: Clean inside toilet bowl, around the rim, the outside of the bowl and the base of the toilet. Don't forget the floor behind the toilet! Clean sink, Counters & Cabinets. Tub and shower should be scrubbed clean and all dirt and soap scum removed. Dust out exhaust fan.

Unopened/non perishable foods - Leave on the counter and we will donate it for you to the Food Shelf!

Please let us know if you will be vacating before the 25th. Upon vacating, leave your keys on the counter and notify us when you have done so. For the Security deposit, please provide us with 1 forwarding address to send the deposit to. Deposits will be sent out within 14 days of vacating.

Thank you!