



**P|R|E|S|T|I|G|E**  
P R O P E R T I E S

## CHECK-OUT PROCEDURES

1. Please call Prestige Properties in advance for your inspection appointment.
2. Please leave the utilities on until the end of your lease date. You will be charged if we need to have the utilities turned on for any reason.
3. Before 12:00 p.m. on the last day of your lease, you must return all keys to your dwelling and mailbox keys (if applicable) to the office of Prestige Properties.
4. You must remove all of your belongings from the property. You will be charged if we have to remove personal items, trash, etc.
5. You are expected to leave your apartment/house clean and ready for the move-in of the next occupant. Make special effort in the following areas:
  - a) **BATHROOM:** Clean all soap film from tub, wall, door, etc. Use non-abrasive cleaners, Tilex®, etc. Lavatory, toilet bowl, and floor should be clean.
  - b) **REFRIGERATOR:** Must be defrosted, dried, wiped clean and left unplugged with door OPEN. \*WARNING – DO NOT SCRAPE ICE FROM FREEZER DURING DEFROSTING. A punctured evaporator costs a minimum of \$150.00 to repair. You will be charged if you damage the refrigerator.
  - c) **OVEN/STOVE:** The only way to clean an oven is with OVEN CLEANER. Lift the stove top and thoroughly clean under the eyes. Replace drip pans if they are dirty; they are very inexpensive.
  - d) **FLOORS:** Should be swept and damp-mopped. If you have carpet, Prestige Properties will schedule carpet cleaning. Rental carpet cleaning machines are NOT acceptable.
  - e) **TRASH:** Clean out closets, shelves, cabinets, etc. Remove all trash from house and yard and place in appropriate container. Area around outside of apartment or yard should be free of trash. Tenants of one- and two-family dwellings should mow grass and clean up yard.
  - f) **WASHER/DRYER:** (If applicable) should be wiped clean and lint filters cleaned and left free of debris.

\*If it becomes necessary for us to do any cleaning at all, the MINIMUM charge will be \$50.00.