



MOVE IN PROCEDURE AND MOVE OUT CLEANING PROCEDURE

IF THESE INSTRUCTIONS ARE NOT FOLLOWED OR IF YOU DO NOT THOROUGHLY CLEAN, YOU COULD INCUR A \$100
CLEANING FEE.

GENERAL INFORMATION:

- CHECK IN TIME IS MONDAY AT 9:00AM, YOU CAN STOP BY OUR OFFICE “HART PROPERTIES” LOCATED AT **325 E. HOPKINS, SAN MARCOS, TX 78666** AND PICK UP YOUR MOVING IN PACKET. IT WILL CONTAIN YOUR APARTMENT NUMBER THAT YOU WILL BE ASSIGNED TO FOR YOUR STAY IN SAN MARCOS.
 1. KEYS
 2. GATE CODE
 3. ASSIGNED APARTMENT #
 4. RULES AND REGULATIONS FOR SAVANNAH CLUB
 5. VEHICLE PARKING STICKER FOR SAVANNAH CLUB IF NECESSARY
- CHECK OUT TIME – YOU HAVE UNTIL 5:00 PM OF YOUR END DATE.
- ALL KEYS MUST BE RETURNED TO OUR OFFICE LOCATED AT 325 E. HOPKINS SAN MARCOS, TX 78666. THERE WILL BE A \$5 CHARGE PER UNRETURNED KEY.
- A FORWARDING ADDRESS WILL NEED TO BE GIVEN AT TIME OF KEY DROP OFF. ANY STAY LESS THAN YOUR FULL TERM WILL BE PRO-RATED AND REFUNDED. A CHECK WILL BE MAILED WITHIN 30 DAYS OF YOUR MOVE OUT TO THE FORWARDING ADDRESS GIVEN.

ALL ROOMS:

- USE A SOFT BROOM TO REMOVE ANY COBWEBS OR DUST FROM THE CEILING, WALLS, ABOVE DOORS AND IN THE CORNERS OF THE WINDOWS AND WALLS.
- WIPE THE DIRT OFF THE A/C VENTS WITH A DAMP CLOTH.
- CLEAN CEILING FAN BLADES AND GLASS GLOBES IN YOUR BEDROOM.
- MINI-BLINDS MAY NEED TO BE WASHED WITH A MILD CLEANER IF THEY DON'T COME CLEAN WITH DUSTING. IF YOU WASH THE MINI-BLINDS, YOU MUST SUPPORT THE BACK OF THE BLINDS WHILE WIPING THE FRONT IN ORDER TO AVOID BREAKING OR BENDING THE SLATS. DRAPERIES CAN BE WIPED WITH A DAMP CLOTH TO REMOVE DIRT OR SPOTS.
- CLEAN WINDOW GLASS WITH GLASS CLEANER AND DUST AND WIPE WITH A DAMP CLOTH ALL WINDOW SILLS, WINDOW TRACKS AND WINDOW LEDGES.

WALLS, WOODWORK AND DOORS:

- CLEAN ALL SPOTS, SMUDGES FINGERPRINTS, ETC. WITH A DAMP CLOTH AND CLEANER (I.E.; 409 OR FANTASTIC).
- CLEAN ALL SWITCH PLATES, DOOR FRAMES AND ABOVE COUNTER TOPS. ALL WALLS CAN BE WIPED WITH A DAMP CLOTH AND A MILD CLEANER.
- DUST AND WIPE CLEAN ALL BASEBOARDS, ESPECIALLY IN THE CORNERS.
- USE MURPHY'S OIL SOAP TO WIPE CLEAN WOOD DOORS. CLEAN THE VENT ON THE LOWER DOOR TO THE A/C CLOSET. BE SURE TO WIPE OUT ALL THE DUST ON THE DOORFRAME AND THE FLOOR OF THE A/C CLOSET. REPLACE THE DIRTY AIR FILTER WITH A CLEAN ONE.

CABINETS AND PANTRY:

- **REMOVE EVERYTHING!!!!**
- WIPE SHELVES DOWN WITH A DAMP CLOTH OR SPONGE.
- CLEAN AND WIPE OUT THE INSIDE OF ALL DRAWERS.
- CLEAN ALL CABINET AND DRAWER FRONTS WITH A MILD CLEANER OR MURPHY'S OIL SOAP. FOLLOW THE DIRECTIONS ON THE CONTAINER.

BATHROOMS:

- SCRUB TUB/SHOWER WALLS AND BOTTOM WITH CLEANSER FOR TUBS (I.E.; CLR-KITCHEN/BATHROOM CLEANER OR LIME AWAY) USE A STIFF NYLON BRUSH OR A NYLON CLEANING PAD. DO NOT USE ANYTHING THAT WILL SCRATCH THE SURFACE OF THE TUB OR STAIN THE CHROME.
- CLEAN SHOWER DOORS AND TRACK WITH EITHER OF THE ABOVE MENTIONED CLEANERS. USE A GREEN MR. SCOTT'S TYPE PAD ON THE GLASS PART OF THE DOOR TO REMOVE SOAP SCUM AND LIME.
- CLEAN VANITY SHELVES AND DRAWERS. CLEAN SINK TOP AND BOWL.
- CLEAN TOILET INSIDE, OUTSIDE AND ALL AROUND THE BASE.
- WIPE CLEAN THE TOWEL BARS, TOWEL RINGS AND TOILET PAPER HOLDERS. WIPE WALLS CLEAN AROUND SINK AREA.
- CLEAN MIRROR WITH GLASS CLEANER.

REFRIGERATOR:

- **REMOVE ALL FOOD.**
- **WIPE WITH A DAMP SPONGE – THE WALLS, SHELVES, TRAYS, FOOD BINS, FREEZER COMPARTMENT, BUTTER AREA, EGG DISH (IF APPLICABLE) AND THE DOOR SEAL. USE BLEACH AND WARM WATER OR A MILD CLEANER. DO NOT USE ANYTHING SHARP TO SCRAPE WITH!!!!**
- **CAREFULLY PULL THE UNIT OUT TO BE ABLE TO WIPE DOWN THE FLOOR UNDERNEATH AND WALLS. BE VERY CAREFUL WHEN PULLING THE UNIT OUT AND PUTTING IT BACK, SO YOU DON'T TEAR OR SCRATCH THE FLOORING. DON'T LEAVE THE UNIT OUT FOR VERY LONG BECAUSE IT WILL DENT THE FLOOR.**

RANGE TOP AND OVEN:

- **CLEAN THE RANGE TOP. REMOVE DRIP PANS AND EITHER CLEAN THEM (OVEN CLEANER* WORKS WELL) OR REPLACE THEM. DRIP PANS CAN BE PURCHASED FROM A GROCERY STORE OR A HARDWARE STORE. THE RINGS (IF APPLICABLE) AROUND THE DRIP PANS CAN BE CLEANED IN THE SINK WITH EASY OFF OVEN CLEANER. PULL THE TOP OF THE STOVE UP (DEPENDS ON THE MODEL, SOME DON'T OPEN) AND CLEAN THOROUGHLY.**
- **CLEAN OVEN RACKS WITH OVEN CLEANER AND STEEL WOOL.**
- **USE AN OVEN CLEANER LIKE EASY OFF BRAND (DOLLAR GENERAL BRAND WORKS WELL ALSO) INSIDE THE OVEN AND THOROUGHLY WIPE OVEN CLEAN.**
- **REMOVE STORAGE DRAWER BELOW OVEN AND CLEAN BOTH THE DRAWER AND THE FLOOR UNDER THE DRAWER.**

FLOORS:

- **SWEEP AND MOP ALL VINYL AND TILE FLOORS. DO NOT USE WATER ON REAL WOOD FLOORING – USE A MURPHY'S OIL TYPE WOOD FLOOR CLEANER. GROUND IN DIRT, SCUFF MARKS, STAINS OR SPILLS NEED TO BE REMOVED BY SCRUBBING WITH A NYLON BRUSH OR SCRUB PAD. CLEAN CORNERS AND UNDER CABINETS.**
- **VACUUM ALL CARPETS.**

****IF OTHER ROOMMATES ARE REMAINING IN THE APARTMENT ONLY YOUR BEDROOM AREA NEEDS TO BE CLEANED AND LEFT READY FOR NEXT RESIDENT.**

TENANT SIGNATURE: _____ DATE: _____