MIDTOWN DETROIT APARTMENTS

MOVE-OUT FORM & CHECKLIST

TENANT SECTION

Today’s Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Building # \_\_\_\_\_\_\_\_\_ Unit #\_\_\_\_\_\_\_\_\_\_

Have you removed all of your possessions? Yes No (If no, then go no further)

Is the apartment reasonably clean (see back)? Yes No (If no, then go no further)

**Forwarding Address** (For any incoming mail, security deposit, etc)

Street Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Apt # \_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State \_\_\_\_ ZIP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***End of Tenant Section*** *(Please leave this completed form and your keys in a marked envelope in the CFA leasing office dropbox by the determined move out date)*

OFFICE SECTION

Form Received Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received By\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Confirmation of keys returned? Yes No Date Returned \_\_\_\_\_Initial \_\_

*End of Office Section (Please place in* ***Daniel’s Bin*** *and return the keys to the key board.)*

INSPECTION SECTION

Unit Inspection Date \_\_\_\_\_\_\_\_\_\_\_\_\_ Inspected By\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_

Is unit in good and clean condition? Yes No (If NO, please put in **Processing Bin**)

If the unit was not in good and clean condition, please list the damages/fees that will be removed from the security deposit of the previous tenant:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Moving time is always a busy time and you will have lots of things on your mind now that you’ve given notice that you’ll be moving. One of those things, undoubtedly is how to get your security deposit back promptly.

Contrary to what some tenants believe, we WANT to return your deposits, and we WILL return them to you so long as you leave your place “reasonably clean and undamaged”. That’s what your rental agreement says and that’s what we will do. You’re probably wondering, however, what “reasonably clean and undamaged” means, so we’d like to tell you how we interpret it and tell you also what you should do to get your deposit back.

“**Reasonably Clean**” to us means as clean as you would leave your dwelling if you knew your best friend or favorite aunt were going to move in after you. To get it that clean, we expect you to clean the appliances, stove hood, and cabinets (under sinks too) both inside and out; remove all non-adhesive shelf paper/use an appropriate cleanser on the showers, tubs, toilets, sinks, mirrors, and medicine cabinets (inside as well); dust the ceilings (for cobwebs), baseboards, window sills, and closet shelving; wash the kitchen and bathroom walls, and spot-clean the walls in other rooms; wash the light fixtures and windows inside and out; vacuum the floors; scrub the floor tile or linoleum; sweep the entry, patio, storage enclosure, and garage; remove all personal belongings (including clothes hangers and cleaning supplies); and dispose of all trash.

“**Reasonably Undamaged**” to us means that items which we have supplied should not be missing (including light bulbs) or broken; that there should be no new burns, cracks, chips, or holes in the dwelling or its furnishings; and that the paint on the walls should be sufficient to last at least two years from the time they were last painted. PLEASE DO NOT REMOVE ANYTHING YOU HAVE ATTACHED TO THE WALLS OR CEILINGS WITHOUT FIRST TALKING TO US, and please try to avoid knicking the paint in the halls and doorways as you move things out.

After you have filled out and returned the “Move Out Form & Checklist”, we will inspect your dwelling to check it for cleanliness and damage, and unless we have to get prices on special work or replacements, we will refund all deposits owed to you at that time.

Because we are making arrangements for new tenants to move in soon after you move out, we would appreciate hearing from you immediately if your moving plans should change.

We hope your moving goes smoothly, and we wish you happiness in your new home.

Sincerely,

Midtown Detroit Apartments

(313) 915-5533

cassandferry@gmail.com

www.cassandferry.com