**CHECK OUT PROCEDURE**

1. Notify DSR Properties Management in advance of your exact move out date. You are

responsible for all applicable utility charges until the final day of your lease agreement.

2. Provide forwarding address in writing. Security deposit will be returned in the form of one

check to the designated tenant.

3. Return all keys to the RENTAL OFFICE when you vacate. Do not leave keys at the rental

premises. A $75.00 charge will be levied if all keys are not returned to the office by Noon on

the lease ending date.

4. If house or apartment is carpeted, all carpet surfaces must be professionally steam cleaned and

free of spots. Receipt from an approved professional carpet cleaning company must be

furnished to Management Company by Noon on the lease ending date. Carpet must be the

LAST item cleaned prior to vacating the house or apartment. DO NOT ENTER your unit after

the carpet has been cleaned.

5. Hardwood or tile floors must be cleaned and waxed. Balconies, decks, and porches must be

swept and free of debris.

6. Stove, microwave (if provided), refrigerator, freezer, dishwasher, exhaust fan, windows, and

bath must be thoroughly cleaned. Do NOT turn refrigerator off; simply turn to lowest setting

after defrosting and cleaning. DO NOT use sharp objects to defrost freezers. Tenant will be

charged for a new refrigerator if freezer compartment is pierced.

7. Range, oven, drip pans, and racks must be completely free of grease, grime, and any other

residue. Kitchen sink must be scoured and countertops must be thoroughly washed. Tub,

shower stalls, medicine chests, ventilation fans, and commodes must be scoured, disinfected,

and deodorized.

8. All light fixtures, doors, radiators, and cupboards must be cleaned. Smoke detectors, CO2

detectors must be in place and in working condition. Fire extinguishers must be in working condition,

not discharged.

9. All windows must be washed on the inside. This includes the window sills.

10. All personal effects, food, trash, must be removed from inside and outside of house or

apartment. Exterior of premises must be clean and free of debris.

11. All burned out light bulbs must be replaced prior to vacating.

12. All woodwork and trim around windows, doors and floors must be washed thoroughly. Dirt

and other marks, on walls that were painted at move-in, are not considered normal wear and

tear and should be scrubbed clean or Tenant will be charged for painting.

13. Before Tenant moves in, all rental units are professionally cleaned with a call-back service.

The cleaning people will come back for any unclean areas found by Tenant within 48 hours

after move-in. It is expected that the rental unit will be cleaned to the professional standards

when Tenant moves out. **In case the move-out cleaning does not meet the professional**

**standards, Landlord reserves the right to hire professionals to re-clean the premises at**

**Tenant’s cost.**

**CHARGES WILL BE MADE AGAINST YOUR SECURITY DEPOSIT IF THE ABOVE**

**PROCEDURES ARE NOT FOLLOWED. ALSO ALL DAMAGES BEYOND NORMAL WEAR**

**AND TEAR WILL BE DEDUCTED FROM YOUR SECURITY DEPOSIT.**