

PREPARATION FOR MOVE-OUT INSPECTION



Under the terms of your lease, you are **required to give 30-days written notice**, prior to move-out and you or your spouse, are responsible for returning your apartment to the Housing Authority in the same condition it was received, less normal wear. Normal wear means that you do not have to paint the unit. However, you must repair damages and thoroughly clean the apartment. Here is what the inspector will look for during the move-out inspection:

- Everything belonging to a tenant must be removed. Check cabinets and cupboards. Remove curtains. If you paid the Housing Authority to install your air conditioner, and you want to take it with you, call the Authority for a service order to remove it. There is no charge. Air conditioner sleeves must be covered and insulated, so don't take your air conditioner out and leave an open hole.
- If you have put wall paper, borders, or contact paper on the walls or in the cabinets; and it is in poor condition (so the next tenant can't use it) you may be asked to remove it.
- If you have bulky items/furniture that you cannot remove, contact the Housing Authority and request a work order for a pick up. You will have to pay for the pickup according to a schedule. Do not leave items in the dumpster area.
- Appliances must be cleaned inside and out. Lift the stove top to clean under burners, clean ovens, and all refrigerator compartments. We will replace drip pans. Most of the refrigerators are on wheels and pull out easily. Clean the floor under the refrigerators and stoves, and the sides of the appliances.
- Remove picture hangers and nails and patch any holes in the walls. You may leave the curtain rods in place.
- Clean all bathroom fixtures, removing soap scum from the tub and shower area.
- Vinyl or tile floors must be clean. If the carpet has been spotted, you are responsible for cleaning the carpet.
- If you smoked in the apartment and stained the walls and appliances, you will be asked to hire a cleaning service to wash walls, fixtures and appliances. If the carpet was new when you moved in, and it is smoke damaged, you may be asked to share in the cost of replacing the carpet.
- If you damaged screens, you will be asked to pay for their repair.
- Locate all keys you were given for doors, halls and laundry rooms, and recover any keys you had made and gave to others. **ALL keys must be turned in** at the inspection.
- **You must** schedule a move-out inspection with the Housing Authority. The inspection check list must be signed by both the Authority and the tenant or the tenant's contact person.
- Don't forget to have phone, cable, internet discontinued.

If you have any questions, please call the Leasing Agent for guidance.