

# Checkout Information

Since it is physically impossible for us to be everywhere at that time, we are asking that everyone and ALL personal belongings be vacated from the unit and your keys and all checkout sheets be turned in to the office. You may leave your keys, check out sheets, and envelope in the secure drop box outside our office. Please have your name on everything if you do so. We will be coming by during the day to make sure the condo is clean and ready. If there are belongings in the condo after 9:00 am, you will be subject to a \$50/day charge. Since there will not be a second chance to clean after 9:00 am please be **VERY** thorough on your cleaning and follow the list you were given. It will save us time and you money. Cleaners are charged \$30/hour.

- Pay your share of the utilities to your roommates! Do NOT turn your power or gas off until the Tuesday after check outs.
- Make sure ALL light bulbs are working and match. If there is supposed to be clear vanity bulb, for example, replace with a clear vanity bulb.
- If your closet doors are off, place back on. REMOVE ALL CINDERBLOCKS FROM UNDER BED (\$5 per block if we have to), clean under them and remove from condo.
- Print a cleaning packet from our website under the tenants' tab – cleaning check forms. Choose one assignment to complete and have a roommate sign at the bottom that you completed your assignment. Clean your bedroom, bathroom, and one common area listed on the sheet. This needs to be done extremely well so that there are no complaints from the next tenant.
- If your condo has a roommate who left earlier, the remaining cleaning assignments need to be divided up by the remaining tenants. Be very thorough.
- Turn in keys to the office.
- Turn in parking pass to office (if applicable). You can stick it on a piece of paper with your name and apartment number on it.
- Turn in a self-addressed, stamped envelope for your deposit refund. Make sure to address it to where you wish to receive your deposit with your name on it. It may take up to 30 days after your contract end date for it to be mailed out.

You can bring all four items to our office anytime Monday through Friday between 9:00 am to 5:00 pm. If you are selling your contract, make sure everything is turned in at least one business day \* **BEFORE** the new tenant is to move in.

*\*two days if you are renting the entire apartment so we can have the carpets cleaned between tenants.*

***If you are staying on for the next year, your cleaning check will be at the same time.***

**If you have a spare minute, we would LOVE for you to leave Cougar Rentals a review on Google!**