

# The Courtyards

845 Red Mile Road • Lexington, KY 40504  
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[www.thecourtyardsatuk.com](http://www.thecourtyardsatuk.com)

## MOVE – OUT PACKET

Dear Resident(s):

It is unbelievable that the 2011 lease term is coming to an end and it is time to begin preparations for moving out of The Courtyards Apartments. This packet contains general information that will simplify the move-out process.

Enclosed you will find general move-out information, a detailed list of cleaning instructions, a list of damage and replacement costs, and a surrender of possession form to be filled out and turned in with your keys and pool pass. Please read this information carefully as it explains what is expected of you and details what we will be looking for during the inspection of your apartment. Upon moving out, all personal property will need to be removed, all resident keys and pool pass returned and a signed surrender of possession form, turned in with your keys and pool pass for each occupant.

During our pre-move out inspections we compiled a list of items that need to be corrected. These items will be completed or corrected and charged to the apartment accordingly.

We hope that you have enjoyed your stay with us and we wish you the best of luck in the future. For those of you graduating, Congratulations!

Sincerely,

Melanie Fournier  
Property Manager  
The Courtyards  
859-258-2039  
[melanie.fournier@thecourtyardsatuk.com](mailto:melanie.fournier@thecourtyardsatuk.com)

## GENERAL INFORMATION ABOUT MOVE-OUT

**Please remember that your lease ends at 12:00 Noon on July 30, 2011.** You must hand in your keys, pool pass and a completed Surrender of Possession form. Please be sure you have removed ALL of your personal items and have left the apartment in a clean, damage free condition. If you have not vacated the premises by 12:00 Noon on July 30, 2011, you will incur a \$100 per day hold over fee. We will also have our maintenance department remove your personal belongings and dispose of them.

**To officially move out of your apartment you must: submit a complete Surrender of Possession form, with forwarding address and turn in all keys, including the pool pass.**

When you moved in, you should have completed a detailed move-in checklist. Once we have completed the move-out inspection on your unit, we will compare it to your move-in checklist. Any damages noted upon move-out that were not there when you moved in will be deducted from your security deposit or charged to your rental account. We have attached, for your review, a list of the costs for various charges that could be assessed to your security deposit. If you wish to be present for your inspection, please contact the rental office to schedule an appointment prior to July 30, 2011. Appointments are scheduled on a first come first serve basis.

Make sure you fill out and return a change of address card for the postal service. The forwarding address on the surrender of possession form is for security deposit or rental account charging purposes only. It will not forward your mail.

## CLEANING INFORMATION

Included in this letter, you will find a detailed list of cleaning instructions. **We suggest that you provide this information to your professional cleaning company enabling them to clean your apartment to the specifications listed below. This will eliminate some of your apartment cleaning costs.** Please contact the rental office to schedule an apartment cleaning inspection. This will prevent any cleaning charges being deducted from your security deposit or charged to your rental account.

### KITCHEN

CABINETS AND DRAWERS: Clean inside and out. Leave no crumbs or personal belongings. Boxes will be located in the study lounge for unopened non-perishable food goods that you no longer want.

COUNTERTOPS AND BACKSPLASH: Clean off all stains and residue.

REFRIGERATOR/FREEZER: Must be cleaned inside and out and turned to the normal setting. Do not turn it off. Do not use a knife to scrape ice, as it could puncture the freezer and you will be charged for its repair/replacement if necessary.

RANGE: Clean the top, back, front, oven, broiler, drip pans and underneath the top burners. Make sure that when you are done cleaning the oven there is no residue left behind. Turn the oven on for a few minutes. If it dries with a white residue, take a clean wet cloth and wipe it off.

FLOOR: Must be scrubbed. Clean underneath the refrigerator and stove as well as the visible areas.

LIGHTS: Light shades and/or covers should be taken down and washed, then reinstalled.

WALLS: Should be washed or wiped to remove all grease and grime.

FIRE EXTINGUISHER: Must be fully charged and wiped down.

WINDOWS: Must be cleaned inside with no streaks. Outside windows should also be cleaned if possible. Please make sure to clean all window sills.

DISHWASHER AND MICROWAVE: Must be cleaned inside and outside. Do not forget to wash the top of the door on the dishwasher and remove all crumbs and grime from the rubber edging of both appliances. Clean the filter and the light as well.

## **BATHROOMS**

BATHTUB ENCLOSURES AND SHOWERS: Must be cleaned with no white residue, mildew or soap scum left behind.

BATHTUBS: Clean inside and outside with no white residue, mildew or soap scum left behind. Also make sure all hair is removed.

TOILETS: Clean the inside, outside, seat, lid and tank. *Don't forget the base!*

MEDICINE CABINET (S): Clean inside and out. Clean the mirror – don't leave streaks.

SINKS: Must be cleaned with no hair or white residue left. Make sure chrome faucets shine with no streaks or water spots left on them.

VANITY: Must be emptied of all personal property and cleaned inside and out. Also clean the top.

FLOOR: Must be scrubbed. Pay close attention to around and behind the base of the toilet, and remember to wipe down baseboards as well.

LIGHTS: Must have working bulbs and all shades must be cleaned.

TOILET PAPER HOLDER: Must be cleaned and dust/grime free.

SHOWER DOORS: Must be cleaned inside and out, including tracks and top headers. The doors must be free of soap scum and white residue.

## **LAUNDRY ROOM**

WASHER: Clean the top, front, inside and outside.

DRYER: Clean the top, front, inside and outside.

FLOOR: Must be scrubbed. Clean underneath the washer and dryer as well as visible areas.

LIGHT: Light shade and/or cover should be taken down and washed then reinstalled.

WALLS: Should be washed or wiped to remove all dirt, marks, grease and grime.

## **LIVING ROOM AND BEDROOM (S)**

BLINDS: Must be cleaned. Please make sure soap streaks are gone.

LIGHTS: All light shades must be taken down, cleaned and put back up. All light bulbs must be present and in working order. Any missing or inoperable bulbs will result in a replacement charge deducted from your security deposit.

WINDOWS: Clean inside with no streaks, as well as, windowsills and window tracks. And outside if on the ground floor.

FURNITURE: Must be free of dust or any residue. We suggest furniture polish to clean wood furniture...**DO NOT USE WATER AS IT WILL STAIN.** Be sure to also clean/vacuum under cushions.

SLIDING GLASS DOOR (IF APPLICABLE): Windows must be cleaned with no streaks left; tracks should be cleaned.

SMOKE DETECTORS: Must be present and in working condition.

BASEBOARDS: Must be clean and dust free. Don't forget to clean the baseboards behind furniture as well.

CLOSETS: Must be cleaned out, vacuumed or wiped down and all personal belongings must be removed.

SCREENS: Must be present, installed in windows and free of damage.

WALLS: Must be free of cobwebs throughout and wiped down where necessary (spills, fingerprints, black marks).

LIGHT SWITCHES AND OUTLET PLATES: Should be wiped down and free of dust and fingerprints.

VENTS: Kitchen or bath—should be cleaned and free of dust or build-up.

**All carpets and apartments must be professionally cleaned by a company approved by Landlord and a receipt provided to the rental office. Below are the approved companies for apartment cleaning and carpet cleaning.**

#### **Apartment Cleaning**

- 1. Custom Cleaning – 859-967-7853**

#### **Carpet Cleaning**

- 1. Premier Carpet Cleaning – 859-233-4784**

## OTHER DEDUCTIONS

In addition to any cleaning charges that may be assessed, the following items will be deducted from your deposit or charged to your rental account if they are not paid before lease termination:

Late fees, tenant charges, outstanding invoices, unpaid rent, unpaid utilities, NSF check fees, common area charges, any legal fees that you may have incurred and any damages to furniture or the apartment itself.

## FINAL NOTES

To officially move out of your apartment you must come to the office and fill out a Surrender of Possession form, leave your forwarding address and turn in all keys and pool pass.

The Courtyards has paid for your basic cable service. You do not need to call the cable company to disconnect unless you have premium channels or any equipment that was not included with the basic package.

Please make sure you call the phone company to disconnect your service(s). Inform them of the date you wish to terminate service and give them a forwarding address to which they can send your final bill. **It is very important to disconnect your service, as new residents will be unable to get service if you have not terminated and you will continue to be billed.**

Your final account statement will be processed within ninety days of the termination date of your lease. Included with your statement will be a detailed, itemized list of any damages and deductions.

Please know that we welcome any questions that you have about the move out process. Please let us know if we can help you better understand any of the information in this packet. If you misplace this packet there are others available in the rental office or at [www.thecourtyardsatuk.com](http://www.thecourtyardsatuk.com)

*We truly thank you for your anticipated cooperation, and trust that your stay with us has been an enjoyable one. It has been a pleasure having you as a resident at The Courtyards Apartments, and we offer our best wishes to all of you in the future!*

*The Courtyards  
Management and Staff*