



# Lobos Management Company

## Vacating Procedures

**This checklist is provided to assist you and to hopefully eliminate any charges to you on the following items:**

- WALLPAPER:** All wallcoverings must be removed, and walls must be washed to remove any paste or adhesive.
- CLOSETS:** Remove all dirt, paying particular attention to areas around the door, handles and latches. Clean the outside of the doors. Remove all contact paper and clean thoroughly.
- WINDOWS AND SCREENS:** Clean inside and out. Clean framework of sliding glass door, if applicable.
- LIGHT FIXTURES:** Wash off all light fixtures. **Replace any burned-out bulbs.**
- DRAPES:** Launder or dry clean and hang neatly on hangers in the closet, if applicable.
- MINI-BLINDS:** Thoroughly clean, if applicable.
- CARPET:** Must be professionally cleaned and receipt given to Lobos Management.
- FLOORS:** Clean, using proper product for specific type of flooring.
- KITCHEN CEILING PANELS:** Must be removed and cleaned, if applicable.
- DISHWASHER:** Thoroughly clean inside and out, if applicable.
- RANGE:** Remove all grease and stains from oven, burners, and storage drawers. Move range away from wall and clean area. Wash sides of range. Range must be thoroughly clean and ready for use by next resident. Please leave broiler pan in the oven—or you will be charged, if applicable.
- REFRIGERATOR:** Thoroughly clean inside and out. Unplug and **leave door open.** Move refrigerator away from wall and clean area.
- CABINETS AND DRAWERS:** Remove all shelf paper (adhesive and nonadhesive) and thoroughly clean.
- COUNTERTOPS:** Thoroughly clean.
- BATHROOM:** Thoroughly clean all bathroom fixtures and ceramic tile and remove all bathtub decals.
- STORAGE LOCKERS:** Be sure to empty your storage locker, sweep it clean and remove your lock.
- FURNACE ROOMS:** Must be cleaned out and swept, if applicable.
- MAIL:** Notify the post office of your new address and mail or fax a note to our management office with your forwarding address.
- KEYS:** You must return all keys for your apartment (including mailbox, common doors, and garage openers) to our management office. Keys must be returned immediately; otherwise you will be charged.

**If repairs are needed, do not wait until the inspection to bring it to the attention of the manager.**