



TEL: 718-374-5072

www.allboroprop.com

FAX: 718-374-5073

MOVE OUT POLICY AND PROCEDURES

We hope that you have enjoyed living in your home. In order that we may mutually end the tenancy on a positive note, this move-out procedure letter is provided to describe how we expect the premises to be left and what out procedures are for returning your security deposit.

Upon giving All Borough Properties notice that you will be vacating, please read the following to insure that your security deposit may be refunded to you. The following details are important to you and the return of your deposit:

1. The duration of the contract has been fulfilled (month-to-month, a 30-day notice; leasing period is expiring and do not want to renew your lease)
2. The dwelling will be vacated within 30 days of your notice. All personal items removed and cleaning has been completed.
3. Deductions will be made for any damage beyond “normal wear and tear”.
4. The unit should be left in clean condition for the next resident. The following cleaning list should help to make it easier for your move-out inspection plus insure the return your security deposit. New occupants should not need to clean items that you should have cleaned and completed.
 - A. **Stove:** clean oven, drip pans replaced if needed and must be correct size, outside of oven, underneath top and draw.
 - B. **Vent Hood:** clean greasy residue from inside and outside of the hood, aluminum filters must be soaked in hot, soapy water to remove grease or placed in the dishwasher.
 - C. **Dishwasher:** clean front, inside, door sides, must be empty; check the bottom for missing silver!
 - D. **Refrigerator:** clean inside, outside, door and gasket, don't forget the top, underneath and behind- take care not to tear vinyl flooring.
 - E. **Bathrooms:** clean sink(s), faucets, tub, showers, counter tops, cabinets, toilet (don't forget the inside under the rim) and floor. Wipe walls behind toilet.
 - F. **Carpet/vinyl/tile/wood floor:** vacuum, mop and/or shampoo. Vacuum before having carpet cleaned as the carpet cleaner does not do edges or remove some small items near walls.

Carpeting must be cleaned professionally when empty, provide a receipt to ABP.

G. **Wood work and doors:** remove all finger prints, decals (if removal of decal removes paint, repainting will be a deduction) and spots.

H. **Cabinets:** kitchen, bathroom, laundry room, linen. Remove all finger prints, food splatters, around dishwasher, remove shelf paper, decals. Wipe out to remove crumbs with a damp cloth.

I. **Closets:** remove shelf paper, decals, coat hangers and trash. Vacuum corners and edges where carpet cleaner does not reach.

J. **Walls:** remove nails (do not damage walls), tacks but do not fill holes. A few small holes (3-5 per wall) will not be charged against you, but a large number or large holes will be if you try to fill them or cover them and it is done incorrectly. Improperly repaired could require the painting the wall, if paint can be matched or the whole room if not.

K. **Window coverings:** clean and dust mini-blinds. Any damage to mini-blinds will be charged to you. Bent, broken, missing plastic controls.

L. **Fireplace:** clean the inside and outside. Remove all ashes and clean the doors in the fireplace window if applies.

M. **Ceiling fans and light fixtures:** clean blades and light shades, replace missing or burned out bulbs. Two story ceiling or high entry light fixtures will be cleaned by the Owner at no cost to the tenant.

N. **Porches, patios, yards:** sweep, remove cobwebs, clean, move and remove all trash. Remove all items that may have gotten in the landscaping—balls, flower pots, decorations, that belong to you.

O. **Garage:** sweep, remove all grease or stains caused by your vehicle, cob webs... leave nothing.

P. **Garbage/Trash:** Removal all personal property, including any garbage/trash generated.

RETURN ALL KEYS, INTERIOR FAN AND/OR BLIND REMOTES AND GARAGE REMOTES TO ERE

Deductions:

Deductions are made from the security deposits only for just cause. Such charges include, but are not limited to: any replacement of damaged or missing fixtures, appliance parts or other items that were furnished. Labor charges include installation, cleaning, patching, sanding etc., including the cost of the cleaners used. If you do not clean or repair the damaged or soiled items prior to moving out, charges will be deducted from your security deposit. Items that are not corrected will be charged on a "cost plus labor" basis as submitted by a licensed contractor.

Essentially, it is expected that the property be left in the same condition than when you moved in except for normal wear and tear.



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NOTICE OF INTENT TO VACATE

Date: _____

Resident(s) (on lease agreement). _____

To: All Borough Properties

Re: Notice for the property at _____ Apt # _____

As resident of the above-referenced premises, I/we are hereby notifying All Borough Properties that I/We have elected not to renew the lease of the premises and will vacate on, or before, the following date:

_____, 20____.
Month DAY Year

Accordingly, undersigned tenants understand that:

1. All Borough Properties will send a move out instruction letter regarding their notice to vacate.
2. Rent is due until the end of our Rental/Lease Agreement.
3. Landlord and/or Landlord's agent will issue a security deposit transmittal within the terms of landlord/tenant law. The security deposit is **not** a substitute for the last month's rent or any other month's rent.
4. If they fail to fulfill the terms of their obligations, the Landlord and/or Landlord's Agent can submit a negative credit report r to a credit-reporting agency.

Tenant

Date

Tenant

Date

Tenant

Date

Tenant

Date