

Move Out Checklist

Please follow the below checklist as a minimum to insure that your security deposit is returned in full. Any items that are not corrected will be held against the deposit at a commercial rate of \$220.00 per man-hour and 30% over cost on any materials needed to satisfy the detailing policy. An invoice of charges will accommodate your return if required. Your deposit, if earned, will be mailed out in no more than 14 days after your home is vacated. Please make sure to inform us of your new mailing address so we can get you a check. We do not refund money via electronic transfer.

Clean and detail the entire home and garage including but not limited to:

- Remove water spots and stains in the Kitchen sink, bathroom sink(s) and shower surround, and toilets.
- Detail all floors, interior windows, cabinets, and cupboards.
- Remove any oil and or coolant stains on the garage floors and sweep out.
- Be sure that all drains are free from hair or other substance that is preventing proper drainage.
- Wipe out and detail stove, oven, refrigerator, freezer, dishwasher, washer, drier and microwave, etc.
- Have the carpet shampooed by the new owner of Kent's Carpet Cleaning 507-451-9224. Tony Cincoski does a nice job and does not damage the carpet or underlayment. He is very reasonable and a really nice guy. **DO NOT DO THIS YOURSELF! DO NOT HIRE ANYONE BUT TONY!** If you shampoo your own carpet, you will own it! Period. Customers always ruin the carpet ... every time.

Please notify Mr. Todd Johnson in maintenance **BEFORE** you have this work scheduled. We may want to come and inspect the carpet **BEFORE** it is cleaned to prevent "Blaming" on anyone's behalf.

- Submit your paid receipt for the services provided to Mr. Todd Johnson in maintenance.

Business address is:

**Kent's Cleaning,
Tony Cincoski,
PO Box 114
Owatonna MN 55060.**

- If you had pets in the home, you **could be responsible** for replacing the carpet at your cost with our vendor with the same or similar product that was in the home when you arrived. This will need to be worked out with your landlord before you move.
- If you are replacing carpet, we will work together with you and use Tony's Flooring. This is a different Tony. His phone number is 507-451-2285. He is very reasonable and a really nice guy. **DO NOT DO THIS YOURSELF! DO NOT HIRE ANYONE BUT TONY's Flooring!**

Please notify Mr. Todd Johnson in maintenance **BEFORE** you have this work scheduled. We may want to come and inspect the carpet **BEFORE** it is replaced to prevent "Blaming" on anyone's behalf. Mr. Todd will need to sign off on the carpet that is chosen **BEFORE** it is installed.

Business Address is:

Tony's Flooring
206 Mineral Springs Road
Owatonna MN 55060

- Submit your paid receipt for the services provided to Mr. Todd Johnson in maintenance.
- Install new furnace filter. Needs to be a pleated-type filter to qualify. Not a cobweb design.
- Install all burned-out light bulbs. (Some fixtures have 2, 3, or 4 bulbs inside them). We are using LED now.
- Insure all batteries are good in fire alarms and CO Detector(s).
- Set the Heat / Cool thermostat to 68' in the winter months and 75' in the summer months. Leave the fan on "Auto".
- Shut off all lights and ventilation fans.
- Be sure the garage security opener (if equipped), is operational and the battery is good.
- Leave both garage door openers on the Kitchen Counter when you depart.
- Leave the extra keys on the Kitchen Counter when you depart.
- Return the master set of Keys to your landlord when you depart.
- Do not paint anything nor fill holes in the walls. Your landlord will do this to prevent even further damage.
- Be sure to leave the fire extinguisher at the property.
- Be sure to leave the CO Detector at the home.
- Make a list of anything that is broken or in need of repair before the new Tenant moves in.
- Mow the lawn and weed trim, in the summer months and remove snow and practical ice in the winter months.
- Cancel your garbage service, cable or satellite TV service, and phone and internet services. Be sure to forward your mail services.

Thank you once again for being great tenants. We appreciate your business and hope that your stay with us was enjoyable! May the future bring you many pleasures!

Daryl D. Kubicek
Senior Executive Partner

Northern Investment Company of Minnesota
IDS Tower
80 South 8th St, Suite 900
Minneapolis MN 55402

Phone 612-349-5252
Legal@nicprop.com