



QUALITY PROPERTY MANAGEMENT

THE JANDER GROUP, INC.

TENANT *MOVE-OUT PROCEDURES* *CHECKLIST*

TENANT MOVE-OUT PROCEDURES

Now that notice has been given and you will be returning your rental home to us, please review the following Move-Out Procedures to assist you with this process.

If you have fulfilled your full lease term, The Jander Group will clean the carpets and spot paint the property for *normal wear and tear* condition.

Maid Cleaning

MAID CLEANING IS YOUR RESPONSIBILITY PER THE LEASE AGREEMENT.

YOU ARE REQUIRED TO HIRE AN APPROVED MAID VENDOR TO ENSURE THE PROPERTY IS RETURNED IN A PROFESSIONALLY CLEAN CONDITION.

The current approved maid cleaning vendors are:

(Greater Orlando)	Grade-A-Cleaners	(407) 607-0013
(MidSouth)	Loving Care Cleaning	(901) 205-8953

In order to properly and fully clean the home, the maid cleaning vendor will need the home to be completely empty. Please contact an approved vendor at least a couple of weeks prior to your lease end date to schedule an appointment.

Carpets, Walls, Woodwork

If you are concerned that there is above normal wear and tear on the carpets, walls, and/or woodwork, we highly recommend that you contact one of our approved vendors in order get an estimate for repair. Please make sure to mention that you are a Jander Group tenant to receive the discounted group rate. If you proactively coordinate payment for the damages prior to your lease end date, The Jander Group will not have to assess those damage charges to your security deposit.

Please remember that the lease agreement prohibits you from attempting to paint and/or make any drywall repairs to the house on your own. Please do not try to paint on your own for you will most likely do more damage, which will cost you more money.

Additionally, please do not try to clean the carpets yourself nor hire a discount carpet cleaner. Improper carpet cleaning can ruin carpets, which could result in you being responsible for carpet replacement.

Approved Vendors

Painting:

(Greater Orlando)	K&V Painting	(321) 354-4262
(MidSouth)	Southern Paint Pros	(901) 734-2171

Floor Cleaning:

(Greater Orlando)	Chem Clean	(407) 277-0341
(MidSouth)	Daniel Cleans	(901) 282-8045

If you choose to hire one of our approved vendors to do the work necessary to bring this property to our standards of clean and undamaged condition, you will be responsible for paying them upon completion of their work. These funds will not be held from your security deposit.

Answers to common move-out questions:

Since the last few weeks before moving can be very busy and stressful, we have provided the following check list to assist you in this demanding process.

- The lawn and landscaping must be healthy. The lawn must be freshly mowed, edged, trimmed, and free of weeds. The landscaping and flower beds must be freshly trimmed, weeded and mulched.
- All pet droppings must be removed from the property.
- The air conditioning filter must be new (if disposable) and freshly cleaned (if washable). The filter must be the proper size for the system.
- If your property has a pool, the pool safety fence must be installed and all pool equipment secured in the garage.
- Replace all nonworking light bulbs with similar bulbs.
- If your vehicles have leaked oil in the garage or driveway, power wash these areas.
- Leave all blinds open and HVAC set to 80 degrees during the summer time or heat set to 65 degrees during the winter time. Do not turn off HVAC / Heating system.
- Leave all gate and garage door remotes in the kitchen drawer closest to the refrigerator.
- Return all keys to your local Jander Group Office no later than the date and time specified in your lease agreement. Normally that date and time is 1:00 pm local time on the last day of your lease agreement. If will be moving out prior to the last day of your lease agreement and need to turn in the keys after hours, you may submit them via the drop box at your local Jander Group Office.
- Please remember to include your forwarding address and any new contact numbers at the time of key submission, if you have not done so already.

All areas of the property should be left in an unsoiled and undamaged condition.

While you are required to hire an approved maid cleaning vendor to ensure the property is returned in “maid clean” condition, some tenants have time and a desire to complete pre-cleaning prior to vacating. Below are general cleaning guidelines, which should help reduce the amount of time an approved maid cleaning vendor will require to clean the home.

General Cleaning Guidelines

Family Room/Common Areas, Bedrooms, Hallways, Stairways

- Vacuum thoroughly all carpets including areas such as corners and closets. If you have a pet, please pay special attention to make sure you clean up all pet hair, which can easily accumulate in corners.
- Sweep and mop floors. All non-carpeted floors must be free of stains, dust, and debris.
- Remove cobwebs from walls, ceilings, cabinets, and light fixtures.
- Replace nonworking bulbs.
- Wash windows and patio doors. Clean frames, sills, tracks and seals.
- Clean all window blinds and vertical blinds.
- Clean all light fixtures (inside and out).
- Clean all ceiling fans including the fan blades.
- Clean all electrical switch plates, baseboards, vents and doors.
- All fireplaces should be freshly swept clean of any ashes and wood debris.
- All baseboards and HVAC vents should be clean.
- Sweep garage, front porch, back porch, and patio.

Bathrooms

- Wash down tub/shower walls with non-abrasive cleaner. The tub/shower walls must be free of any soap / dirt residue.
- Clean tub, shower and sinks.
- Clean all fixtures and towel bars.
- Clean inside toilet bowl and wipe down all exterior surfaces of toilet.
- Clean mirrors to be free of any marks and inside of medicine cabinet.

- Vacuum and clean inside and outside of cabinets and drawers making sure there is not any remaining hair.
- Replace any nonworking light bulbs.
- Clean and mop floor including baseboards.

Kitchen

- Wash all countertops, drawers, and cabinets (front and back).
- Clean and vacuum inside of all cabinets, drawers, and the pantry.
- Clean oven, oven racks and storage drawer. If oven is self-cleaning, do not use harsh chemicals inside the oven. After oven finishes self-cleaning, you are responsible for wiping out the ash inside the oven.
- Clean under the stove.
- Clean the stove exhaust hood. Clean fan filter.
- Clean inside and outside of refrigerator and freezer. Leave unplugged and open.
- Clean under refrigerator/freezer.
- Wash inside of dishwasher and make sure to clean the door frame and edges.
- Wipe all grease and food from walls.
- Clean all surfaces in microwave including any exhaust vents and/or filters.
- Clean the kitchen sink and faucet fixtures including rims and junction with kitchen countertop.
- Clean and mop floor.
- Clean all baseboards.
- Replace stove top drip pans, if applicable.