

### **MOVE-OUT GUIDELINES, CLEANING, & TIPS**

On the last day of your residency, we will require that all keys, forwarding address, and a copy of the carpet cleaning receipt be turned into our office before 4:30pm. If we do not receive the carpet cleaning receipt, PMI of New Mexico will assume that the carpets have not been cleaned and a professional carpet cleaning service will be hired and a fee charged to you.

Remember that your lease ends at **11:59pm** on the day the lease ends. Please be sure that you have removed all of your personal items and have left the property in a clean and damage free condition. You must have prior arrangements approved by PMI of New Mexico to extend your stay. **You will be charged pro-rated rent for any additional days keys are not returned or the property is occupied.**

When you moved in, you may have completed a detailed move-in inspection checklist with PMI. Once we have completed the move-out inspection of the property, we will compare it to the move-in. Any damages noted upon move-out, other than normal wear and tear, that were not there when you moved in would be deducted from your security deposit. Keep in mind that move-out inspections contain photos of any items that will be assessed toward the security deposit.

Most common chargeable items include dirty homes, cigarette burns/holes in carpet, stained/damaged flooring, broken/missing blinds, holes in walls or doors, missing/torn screens, landscaping overgrowth, debris, and **unreported maintenance issues that reflect negligence.**

#### **ADDITIONAL MISC. FEES/CHARGES**

**(To be applied if applicable)**

- LATE FEES
- OUTSTANDING INVOICES
- UNPAID RENT
- EARLY TERMINATION FEES
- REPAIR CHARGES
- NSF FEES
- YARD FEES
- LEGAL FEES
- PROFESSIONAL LABOR FEES

#### **GENERAL CLEANING GUIDELINES**

This is the standard for cleaning required when you vacate a rental. Please note that your rental agreement requires professional carpet cleaning at the end of your residency. A receipt must be provided in order to ensure you do not incur any charges for the carpet.

These guidelines are intended to help tenants recognize all the areas that need attention. If PMI of New Mexico has to pay a cleaning person to clean in order to return the unit to rent ready condition, then the charge would be passed on to the tenant and deducted from the deposit. See the following list for more information.

**Personal belonging** should be removed as well as any debris left in and around the property.

**Dust** every surface including door frames, moldings, tops of light fixtures & light bulbs, corners, inside closets, patios, fireplaces, etc. Spider webs are hard to see if cleaning is done at night or in poor lighting.

#### **Property Management & Investments of New Mexico**

**Wipe Clean** all walls, baseboards, counters, shelves, cupboards, and inside of drawers.

**Walls and Ceilings** should be wiped clean of stains/markings. Staples, tacks, tape, nails, etc., should be removed and properly patched.

**Vents & Return Registers** should be cleaned free of dust and spider webs.

**Spot Clean** off washable painted surfaces such as walls, door frames, and window frames. A product such as Fantastic, 409, or Magic Eraser is recommended for washable walls. Do not wash flat paint in the property. Typically, bathrooms and kitchens have washable paint. **DO NOT TOUCH UP PAINT UNLESS YOU ARE SURE THE PAINT IS THE CORRECT COLOR AND TYPE!!!** If you fill any holes with spackle use only a tiny fingertip amount not a putty knife as this will require extra labor to sand down.

**Mop** ceramic or vinyl floors. Do not overlook the insides of closets, behind and around appliances, and corners of walls. This should be one of the last things completed in the property.

**Vacuum** all carpeted surfaces including inside closets. Give special care to edges where hair and dirt collect. This should be done with special small attachments.

**Windows, Screens, and mirrors** should be washed.

**Bathrooms** need all surfaces thoroughly cleaned. Toilets, shower stalls, walls, cabinets, drawers, mirrors, tub and shower bottoms, and fixtures.

**Window Coverings** such as vertical or mini blinds should be dusted carefully by hand or by using a special device available for this purpose. The curtains should be removed.

**Carpet** must be professionally cleaned. Be sure to leave time for this to be done before your occupancy is ended. Professional cleaners will need to have power and water available when they work. We have a list of vendors for carpet cleaning. The terms of your Lease Agreement state that they must be **professionally cleaned**.

**Kitchen** should be cleaned free of any dust and grime. Drawers and cabinets should also be cleaned out and wiped down.

**Appliances** should be **THOROUGHLY** cleaned. Use an oven cleaner if oven is not self-cleaning. Remove grease and spill residue from range top and hood. Lift the lid on the **stove top** to allow access to clean around the burners and underneath the stove top. Put a new filter in the range hood over the stove top or wash it in very hot soapy water if necessary. Clean broiler pan and catch-pan for crumbs under the burns of range tops. **Refrigerator** should be cleaned inside and out and ALL contents removed. If power is shut off at move-out, then ensure refrigerator door is propped open. If the home has a **dishwasher**, it should be cleaned and ran through several clean cycles in order to ensure it is thoroughly cleaned. **ALL** appliances other than dishwashers should be cleaned under, on each side of, and behind.

**Repair Work** should not be attempted unless approved by PMI of New Mexico.

**Yard** should be mowed, edged, foliage trimmed, and all weeds and debris removed.

**General.** Replace any burnt out bulbs, check batteries in smoke detectors, and heating/cooling filters.

**Final Check.** Go through the property and conduct a final check ensuring all items mentioned above have been addressed. Call or email PMI of New Mexico with any questions.

**Property Management & Investments of New Mexico**