

MOVE OUT INSTRUCTIONS

Thank you for choosing to live at Crestview Apartments, we hope that your living experience with us was a pleasant one. A few reminders regarding your upcoming move out:

Keys must be turned in no later than **12:00 NOON** on your **Lease End Date**

- Please continue to pay your rent on time. You can pay through our resident portal or by check. Please note that we are currently waiving the ACH fee when you pay through our resident portal.
- In most cases your Last Rental Installment will be credited to the month your Lease ends. Please check your Lease's Definition Annex or contact us with your questions.
- Clean your apartment thoroughly or you will be charged! Use our guidelines at: [Resident Cleaning Guidelines](#)
- Request Maintenance now. Email or call us to submit your maintenance requests.
- Please provide a US forwarding address for your Security Deposit Return.
- Electric and Gas utilities must remain turned on until your lease end date.
- Dispose of all waste properly, see <http://www.tippecanoewaste.org/>
- Forward your US postal mail. You can do this at: www.usps.com
- Donate your gently used items to the [Salvation Army](#) or [Goodwill](#)

Please feel free to contact us with any other questions and we wish you the best on your future endeavors.

Thank you,
The Staff at Crestview Apartments
765-743-1881
cv@cv-apt.com

HOW TO MINIMIZE CLEANING CHARGES TO YOUR DEPOSIT

We recommend you use this checklist to ensure you thoroughly clean your apartment. If you have not cleaned your apartment for the whole year, some work is going to be needed to remove a year's worth of buildup.

GENERAL CLEANING

Personal Property: Your entire apartment must be cleaned and free from all personal property and trash. Any personal property and trash left after the lease end date will be immediately removed at your expense.

Light bulbs: You need to replace any burned out bulbs with the appropriate bulb for that fixture. You can find out the appropriate bulb by visiting the manufacturers webpage. Please do not attempt to replace the 40" florescent bulbs as the light covers can fracture easily and the fixtures are difficult to reach.

Ceiling Lights/Fans: Ceiling lights and fans need to be cleaned, dusted and free of bugs. Do not clean inside the fluorescent ceiling lights.

Cobwebs: Remove cobwebs from ceiling corners.

Walls: Clean the walls as much as you can to prevent necessary painting/ repair.

Baseboards/Air Registers: Baseboards, trim/woodwork, air conditioner and heat register must be dusted or cleaned.

Windows: Windowpanes must be washed on the inside. Window blinds must be cleaned and cobwebs removed.

Floors: All tile floors must be swept and mopped.

Carpet: Vacuum throughout your apartment.

KITCHEN

Kitchen: Clean cabinets and drawers (inside and outside), and they must be clear of all belongings and cleaners. **Microwave:** Clean microwave inside and outside. **Dishwasher:** Clean out food particles in the bottom. Dishwasher must be free of rust and minerals. (Run Iron Out through one cycle. Iron Out can be purchased at Payless / Walmart in the cleaning product aisle.) **Sink:** Clean sink, faucet and strainers.

Stove & Oven: Stove must be moved out and the floor and walls need to be cleaned behind it. Sides of stove need to be cleaned. Clean or replace all drip pans. Lift up the stovetop and clean under the burners. **Oven:** Use oven cleaner per the instructions, using it on the oven racks as well. (If the oven is self-cleaning use instructions in oven manual. **DO NOT USE OVEN CLEANER ON SELF-CLEANING OVENS!** Clean the broiler pan and broiler/storage drawer. Clean range hood and filter. **CAUTION: WHEN MOVING GAS STOVES DO NOT KINK OR DISCONNECT THE GAS LINE AS THIS CAN CAUSE LEAKS AND POSSIBLY LEAD TO AN EXPLOSION.** Call us if you have any difficulties with any of the appliances.

Refrigerator/ Freezer: Pull out refrigerator and clean the floor and walls behind it. Vacuum the grill in the back of refrigerator. Clean the front, sides and top of the refrigerator. Clean the inside thoroughly, pulling out shelves and drawers. **Freezer:** Clean ice cube trays or ice bucket.

BATHROOM

Baths: Toilet (inside & outside), tub and sink must be cleaned and free of soap residue, lime, etc. **Do not use abrasive cleaner on fiberglass tubs or showers.** Cabinets, drawers and vanities must be cleaned and wiped out. Clean all shelves inside cabinets and mirrors.