

B & C Alliance  
PO Box 900  
Noblesville, In 46061

## **MOVE-OUT INSTRUCTIONS**

Your security deposit refund is, in part, dependent upon the condition of your unit when you move out. Please use this checklist when cleaning your house/duplex. These items will be checked and must be satisfactory before a refund of your deposit will be considered. Any damage will be noted and will affect the final refund.

### **In general for the entire interior of house/duplex**

**Woodwork** (door, trim, baseboards)—Dust and wipe clean.

**Light fixtures**—replace all missing and burned-out light bulbs/fluorescence tubes. Carefully remove all globes and diffusers and clean.

**Heat ducts/radiators**—clean and vacuum duct covers (diffusers) and ducts below diffusers. Install clean air filter.

**Remove all trash** (place in plastic bags only and put at designated area) and personal property

**Windows**—vacuum/clean windows, storms, screens, and sill. Leave in place. Any window coverings that were original are to be cleaned and replaced on window.

**Walls**—cleaned. If painted other than white/off white, need to be painted back to white/off white.

### **Kitchen:**

**Stove**—clean top, burner parts, oven & broiler pans, and the exterior. All surfaces must be free of grease and food.

**Refrigerator**—Defrost, then clean interior and exterior. (Please do not use a knife or sharp instrument. If you puncture a coolant line, you have just bought the refrigerator, as it is not practical to repair such damage.) Leave refrigerator door open after defrosting and cleaning, and unplug it.

**Floor**—sweep/vacuum and mop with a mild cleansing solution.

**Cabinets**—wipe all shelves and clean off any food spills and crumbs. Clean exterior of fingerprints and grease.

**Pantry/utility closet**—sweep/vacuum and wash floor and inside corners/walls.

### **Living room/dining room and hall:**

**Walls**--Remove dirt, grease, finger marks, etc with a mild cleansing solution. Carefully remove all nails/picture hangers.

**Floor**—sweep/vacuum.

### **Bedrooms:**

**Walls**—clean with a cleansing solution.

**Closets /Medicine Cabinets**—vacuum and clean walls & shelves with cleansing solution.

**Floors**—vacuum/clean (if tile or wood) with mild solution.

### **Bathroom(s):**

**Tub, toilet, and sink**--clean with disinfectant

**Mirror/medicine cabinet**—clean with mild solution

**Floor**—sweep/vacuum and clean with solution.

**Linen cabinet**—wipe out shelves.

### **Exterior of dwelling:**

**Yard**—clean all trash and mow.

**Garage**—remove all belongings, trash, and sweep out

**Walks**—sweep free of debris

**Utilities:** request a “final reading” of all utility companies on the last day that the utilities should be in your name. They will request a forwarding address from you. **Do not have services disconnected!**

You should have Telephone disconnected effective the date you move/vacate.

**Keys:** All door and mailbox keys must be returned at the time of move-out. A minimum of \$25.00 per key will be charged if not returned.

**Change of address:** Fill out a change of address form at the Post Office or with your carrier. Also, give us your new address, because REFUNDS will be made by mail within 45 days of your fulfillment of your responsibility for your house/duplex.