

Move-Out Policies and Cleaning Requirements

1. A 30 day written notice, prior to lease expiration or prior to your PCS/ETS. If you are on a month to month status you must still turn in a written 30 day notice. 30 day notices must be filled out on the TAA intent to move out form located in our office.
 2. Your WALK TROUGH/VACATE DATE is the date that all keys, garage openers, etc. are returned to Bentina Rentals and move out inspection of the property is conducted with you and a Bentina employee.
 3. **Electricity and water must be left on for 3 business days from your walk through/ vacate date.** If the water and electricity are turned off before that date charges will be applied.
 4. Move out inspections are Monday-Friday 9 a.m. and 1 p.m.
 5. Your security deposit and /or and explanation of its disposition will be mailed out within 30 days of your move out inspection /vacate date.
 6. If you choose to have the apartment cleaned by Bentina Rentals cleaning team please notify the office so that we may set up an appointment for a walk through and cleaning quote.
 7. If you choose to clean the apartment yourself the following items must be completed before the final move out inspection.
 - A. The refrigerator and freezer must be wiped down completely inside and outside. All draws inside the refrigerator must be cleaned with warm water and soap. Refrigerator must be pulled out and cleaned behind and under.
 - B. Clean all grease from inside and outside of stove to include underneath drip pans and burners, hood vent and filter must also be cleaned. Drip pans and rings are to be replaced as needed. Pull out oven and make sure it is cleaned behind and underneath.
 - C. Thoroughly clean windows, blinds, window sills, and vent openings. This includes the vents in the hall.
 - D. Clean all bathrooms thoroughly. Including tubs, toilets, sinks, and floors, all cabinets must be empty and wiped down.
 - E. Clean all drawers, cabinets, closets, water heater. Empty all drawers, cabinets and closets. Make sure kitchen cabinets/drawers are clear of all food particles and are wiped down.
 - F. Remove all spots, dirt, grease, fingerprints, and other marks from ceilings, baseboards, window sills, doors, light switches, plugs and other woodwork.
 - G. Clean floors and remove all marks and scuffs (make sure you clean the corners of the baseboards where dirt likes to build up). **Carpets must be cleaned by a professional carpet company and a receipt must be provided at the time of your move out inspection.** We will have carpets cleaned at your expense if a receipt is not provided or if it is not cleaned to our standards.
 - H. Clean all light fixtures and install proper sized light bulbs, i.e. outside flood lamps.
 - I. Clean all ceiling fans thoroughly.
 - J. All nails and screws are to be removed and the wall restored to its original condition. Distinguishable hole patched and spots will not be accepted, and you will be charged for any painting and materials that may be required to get the walls to original condition.
 - K. All trash should be removed from the apartment. There should be no trash left in any room of the house, backyard, or garage. If trash is left there will be a charge for trash disposal.
 - L. All screens should be on windows.
- These conditions are given to you as a check in. If the apartment does not meet these conditions, you should make note of it on your inventory and condition form (given to

you at the time of move in). Failure to notify Bentina Rentals means you accept the property in its present condition.

Cleaning Requirements Checklist

Living Room

Dust all baseboards
Light switches and plugs wiped
Clean all windows and seals
Wipe off front door, back door and garage door
Clean ceiling fan and glass globes
Clean dining room light fixture
Dust all door jams
Sweep and mop floor

Kitchen

Clean refrigerator—remove all drawers and trays; clean outside top and underneath
Clean oven and racks including top, knobs and underneath
Wipe outside and inside of all cabinets and drawers
Light switches and plugs wiped
Backsplash and counters wiped
Dust all baseboards
Clean inside and outside of dishwasher
Clean sink
Dust pantry shelves and door jam
Clean vent hood
Sweep and mop

Hallway

Dust all baseboards
Clean vent
Light switches and plugs wiped
Sweep and mop

Laundry Room

Wipe inside and outside of all cabinets
Dust all baseboards
Light switches and plugs wiped
Sweep and mop

Bathrooms

Clean toilets
Wipe inside and outside of all cabinets and drawers
Clean bathtubs and sinks
Dust light fixtures
Clean mirrors
Dust all baseboards
Light switches and plugs wiped
Sweep and mop

Bedrooms

Clean ceiling fans and glass globes

Dust blinds

Clean windows and window seals

Dust doors and door jams

Dust all baseboards

Light switches and plugs wiped

Vacuum

Garage

Sweep all debris and cobwebs

Dust all baseboards

Wipe inside and outside of all cabinets

Light switch and door opener wiped

Front Porch

Sweep

Door and window cleaned

Bentina Rentals
2901 E Stan Schlueter Loop
Killeen, Texas 76542
254-634-1208
254-634-0960 fax

____ I acknowledge that I have received a copy of the Move Out Policies and Cleaning Requirements.

____ I acknowledge that if the unit is not move in ready at the time the keys are turned in I will continue to be charged for rent until the unit can be restored to move in ready condition.

____ I acknowledge that I will be charged for any electricity or water used to complete the repairs necessary to return the unit to move in ready condition.

____ I acknowledge that I will be charged to remove any excess trash left at the unit.

Tenant Signature

Date

Address