

# ZUKIN

REALTY INC



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## APARTMENT EVACUATION CHECKLIST

**If you do not renew, you need to be out of your apartment by 11:00 a.m. on May 19, 2025**

**Please leave all keys on the kitchen counter upon vacating.**

To ensure that you receive your security deposit in full, please be sure that you do the following (as stated in your lease agreement):

1. **Wall Repair:** Patch and paint any damaged areas on walls – including nail holes. Contact the office for a free container of spackle and touch up paint for your apartment.
2. **Keys:** Have **ALL** apartment and mailbox keys along with a forwarding address, ready to give to the person in charge of your final walk-through. If you aren't present during the final walk-thru, all keys and forwarding address must be left on a kitchen counter. **If you have bedroom keys, please leave them in the door upon leaving!**
3. **Trash:** Properly dispose of ALL trash. If trash is found in your apartment, or outside the building you will be charged \$125.00 per large bulk item, \$75.00 per smaller bulk item and \$35.00 for each small bag of trash. Contact our office for additional bulk trash disposal options as there is the potential for additional disposal fees.
4. **Cleaning:** Your apartment should be completely clean and in move-in condition, ready for the next tenants. Should you fail to do so, there will be a one-hour minimum Service Company cleaning fee of \$100.00, plus \$75.00 for each additional hour required.
5. **Utilities:** Call PECO (or other utility services) to have them disconnected the day following the termination date of your lease. **All utilities must be on during the time of your final walk through.**
6. **Carpet:** As stated in section 19.F of your lease, tenants are required to have all carpets in your apartment professionally cleaned at the end of your lease and provide a receipt.

***Please refer to the "Procedure to Vacate" section of your lease for specifics on moving out charges that can be applied and deducted from your security deposit check.***

If you have any questions, check your lease and call your rental agent.

Thank you!

## Cleaning Check List

### Kitchen:

- Wipe all surfaces
- Wipe inside and outsides of cabinets
- Thoroughly clean inside and outside of fridge and freezer
- Clean inside and outside of Stove/Oven/Microwave
- Clean out sink and all fixtures

### Living Room:

- Wipe and clean all shelves
- Dust ceiling fan
- Vacuum / mop floors

### Bathroom:

- Clean sink
- Clean toilet (bowl and base)
- Clean shower (walls and bathtub)
- Clean inside and outside of vanity cabinet and mirror

### All rooms:

- Mop and clean all hard floors (Tile, Wood, Laminate, Stone)
- Vacuum and shampoo all carpeted areas
- Wipe all Baseboards
- Dust ceilings, lights, and fans
- Wipe and clean windows and windowsills
- Repair any wall damage (see previous page)