

Sammamish Beach Club Apartments

Move-Out Instructions:

We hope you have been happy at Sammamish Beach Club and we are sad to see you go! Here are a few cleaning tips to maximize the return of your security deposit. Anything that is not left clean or in satisfactory working order is not considered to be normal wear and tear and will be deducted from your security deposit, and if necessary, will be billed to you.

Our Maintenance Team prefers to repair all holes that may have occurred since your time of move-in (i.e. picture hanging holes, nail holes, TV mount holes, etc.). You will not be charged for the repair of NORMAL picture/nail holes but will be charged accordingly for any hole beyond picture/nail holes or repair work that needs to be completed.

After the Move-out Inspection has been completed, we will use the Move-out Expense Sheet that was signed upon your move-in date to determine any and all of the charges that will be deducted from your Security Deposit. If you need a copy of your Move-out Expense Sheet, please let us know and we will provide one for you.

Within 21 days after vacating the Community, we will postmark a copy of your completed Move-out Inspection form along with any portion of your Security Deposit that will be refunded to you or a bill with any charges left owing that exceeded your Security Deposit, to the forwarding address listed on your Notice-to-Vacate. If there is a balance owing, please pay the total amount due within 10 days or contact the Rental Office within 10 days to make suitable payment arrangements.

You are not required to be present during the Move-out Inspection. If you would like to be and want to schedule your Move-out Inspection, please contact the Rental Office prior to your move-out date.

Kitchen

- Wash inside and out of all cabinets and drawers
- Wash underneath and the top of the hood, remove filter and light cover and wash
- Start self-clean cycle on your oven**
- Scrub stove top knobs and wash surface and underneath the range
- Clean drip pans
- Clean stove drawer
- Clean the side and the front of the stove
- Wash the refrigerator inside and out, not forgetting the seal**
- Pull refrigerator out and wash the sides and the front; to lessen the possibility of flooring damage, Maintenance is happy to pull the fridge out for you. Please contact the Office to schedule.**
- Clean light switches and receptacles
- Wash countertops and the sink
- Mop floor, paying special attention to the corners

Living Room/ Dining Area/ Bedrooms

- Wash both sides of the front door
- Remove cobwebs from ceiling, walls, behind doors, closet
- Clean windows, window tracks and window Sills**
- Clean fireplace thoroughly
- Clean light fixtures and switch plates
- Vacuum carpets

Bathroom

- ❑ Wash bathtub and shower including the tile. Shine all chrome and ledges
- ❑ Clean toilet inside and out, remembering the base and the tank
- ❑ Wash/clean the inside and outside of drawers and cabinets, including the medicine cabinet
- ❑ Wash the countertops and the sink
- ❑ Clean mirror and light fixtures, remembering the switch plates
- ❑ Mop floor, especially by the toilet
- ❑ Clean washing machine outside and underneath the lid
- ❑ Clean dryer, outside and lint trap
- ❑ Clean the top of the water heater
- ❑ Wipe down shelf above washer and dryer

IMPORTANT!

Paylease – If you currently have an automatic rent payment scheduled, be sure to login and delete/disable any and all future payments. If not completed, the rent amount may be taken from your account as scheduled and may take up to 5-7 days to be refunded. Otherwise, please give Management written permission to log in to do so on your behalf. (*Written permission via email is sufficient)

Puget Sound Energy – Contact PSE either by phone or at pse.com to stop service as of the day you turn in your keys.

Change of Address – Contact the Post Office either by phone or at usps.com to submit a change of address. This service includes a \$1 fee.

Minol – Management takes care of stopping service as of the day you turn in your keys. Your Final Minol Statement will be deducted from your security deposit or included on your final bill.

Please DO NOT submit any payments after giving Notice-to-Vacate to the Office.

We hope this information is helpful! If you have questions or if there is anything you need to make your move easier, please let me know and I'd be happy to help.

We truly appreciate you as a Resident and wish you well in your upcoming move!

***If you enjoyed living at SBC as much as we enjoyed having you, let people know what you think!**
Please visit YELP.COM or GOOGLE.COM, search 'Sammamish Beach Club Apts' and leave a review*

We thank you in advance for taking the time to do so!