



970.416.RENT (7368) RentColorado.com

521 N TAFT HILL RD, FORT COLLINS, CO 80521

## Move Out Information and Cleaning Checklist

We are sorry to hear that you will be moving out soon. We have enjoyed having you as residents and hope your time with Armadillo Property Management Company has been positive. To help avoid any misunderstandings during your move-out process, please review the following guidelines and policies.

### Security Deposit & Rent

- Please remember that your security deposit cannot be applied toward rent.
- If you have automatic payments set up in your resident portal, please make sure to turn them off prior to your move-out date.

Your security deposit will be returned in full provided that:

- All rent, fees, utilities, and other outstanding charges have been paid, and
- The residence is left clean and undamaged, beyond normal wear and tear.

### Cleaning & Condition Requirements

- A move-out cleaning checklist is included at the end of this letter, along with a list of recommended carpet cleaning companies. These resources are intended to help you prepare for the inspection.
- “Undamaged” means that items provided with the property are not missing or broken (e.g., light bulbs, globes, window screens), and that there are no burns, scratches, cracks, chips, or holes in surfaces or furnishings. Permanently attached items (such as towel bars or hooks) should not be removed without written approval.
- “Normal wear and tear” refers to deterioration that occurs without negligence, carelessness, accident, or abuse.
- To avoid unnecessary charges, please use care when moving items out to prevent damage to walls, hallways, and door frames.

### Carpet Cleaning Requirement

**All carpets must be professionally steam cleaned upon move-out, and a receipt from the cleaning company must be provided at your move-out inspection.** Carpets were professionally cleaned prior to your move-in, and must be left in the same condition. If a valid receipt is not provided, Armadillo will have the carpets cleaned at your expense.

Recommended Carpet Cleaning Companies:

Koala T Carpet Cleaning	970-663-2660	<a href="http://www.koalatcarpet.com">www.koalatcarpet.com</a>
Midwestern Steam Clean	970-219-1520	<a href="http://www.carpetandductcleaning.com">www.carpetandductcleaning.com</a>
OxiFresh Carpet Cleaning	970-457-6772	<a href="http://www.oxifresh.com">www.oxifresh.com</a>

## **Move-Out Inspection & Final Accounting**

We will reach out to coordinate a move-out inspection with you. If you plan to vacate earlier than your lease end date, please contact our office as soon as possible to reschedule.

Final accounting statements and the security deposit check will be issued within **60 days** of lease expiration or surrender and acceptance of keys, whichever is later. One check will be issued **payable to all tenants listed on the lease**.

## **Utilities**

If you pay utilities directly to the provider, please arrange for service to be removed from your name effective at the end of your lease or move out date, whichever is later. Local providers include:

City of Fort Collins Utilities	970-212-2900	<a href="http://www.fortcollins.gov/Services/Utilities">www.fortcollins.gov/Services/Utilities</a>
Xcel Energy	800-895-4999	<a href="http://www.co.my.xcelenergy.com/s">www.co.my.xcelenergy.com/s</a>
City of Loveland Utilities	970-962-3000	<a href="http://www.lovelandwaterandpower.org">www.lovelandwaterandpower.org</a>
Poudre Valley REA	970-226-1234	<a href="http://www.pvrea.coop">www.pvrea.coop</a>
Ft. Collins Loveland Water District	970-226-3104	<a href="http://www.fclwd.com">www.fclwd.com</a>
Republic Trash Services	970-484-5556	<a href="http://www.republicservices.com/municipality/fort-collins-co">www.republicservices.com/municipality/fort-collins-co</a>

## **Move-out Cleaning Instructions**

### **Kitchen**

- **Refrigerator**

- Defrost and clean using mild detergent and water or baking soda and water.
- Clean all shelves, drawers, butter tray, ice cube trays, and crisper bins (inside and out).
- Wipe the exterior, including the top and sides.
- Pull refrigerator out and clean underneath.
- Do **not** leave the refrigerator unplugged.

- **Stove / Oven**

Please plan extra time for this area.

- Clean under burners, drip pans, around knobs, and stove rings until free of all food residue and grease.
- Clean the oven and racks with oven cleaner unless the unit is self-cleaning. For self-cleaning ovens, follow the manufacturer's instructions and **do not** use oven cleaner.
- Protect flooring while cleaning.
- Don't forget to clean and remove items from the stove drawer.
- Clean the exterior, sides, oven door, and drawer front.

- **Cabinets & Drawers**

- Clean inside and out using a non-abrasive cleaner.
- Remove all crumbs, spills, and residue.

- Dust and clean the tops of cabinets.
  - **Sink & Faucet**
    - Clean and polish using a non-abrasive cleanser.
  - **Garbage Disposal**
    - Must be clean, functional, and free of food debris.
  - **Dishwasher**
    - Clean the interior, exterior, and door.
    - Remove soap residue and debris.
- 

## Living Areas & Bedrooms

- **Nail Holes**
    - Remove all nails and hooks. **Do not spackle or patch holes.**
  - **Doors, Trim & Woodwork**
    - Wipe down and clean all doors, door frames, baseboards, and trim.
  - **Floors**
    - **Hard floors (vinyl/linoleum/tile):** Sweep or vacuum, then damp mop. Dispose of mop water in the toilet—do not pour into sinks or the disposal.
    - **Carpets:** This must be professionally steam cleaned. Grocery store machines are **not acceptable**. A paid receipt must be provided at move out
  - **Walls & Ceilings**
    - Remove marks and smudges.
    - Clean light switch plates, outlets, door jambs, heat registers, and doorknobs.
    - Remove cobwebs from walls and ceilings.
  - **Windows & Sills**
    - Clean glass inside and out with no streaks.
    - Vacuum window tracks and screens.
    - Wipe down sills and frames.
  - **Blinds & Window Coverings**
    - Dust or vacuum thoroughly. Blinds must be clean and dust-free.
  - **Closets**
    - Remove all personal items and hangers.
    - Clean shelves and floors.
- 

## Bathrooms

- **Toilets**
  - Disinfect thoroughly inside and out, including the seat, lid, tank, base, and area behind the toilet.
- **Tub / Shower**
  - Clean tub, walls, shower doors, and metal tracks.
  - Remove all soap scum and mildew.
  - Clean soap dishes and shelves and wipe dry.

- **Vanity & Medicine Cabinet**
    - Clean and polish inside and out.
  - **Exhaust Fans & Fixtures**
    - Vacuum or clean vent covers and light fixtures.
- 

### **Lighting & Fixtures**

- Clean all light fixtures and ceiling fan blades.
  - Replace all burned-out light bulbs.
- 

### **Additional Areas**

- **Permanent Fixtures**
    - Leave installed items such as towel racks, hooks, and curtain hardware in place.
  - **Laundry Room / Utility Room / Garage / Storage / Deck or Patio**
    - Sweep and mop as applicable.
    - Remove all personal property, including cleaning supplies, oil, boxes, tires, and debris.
  - **Trash**
    - Remove all trash from the unit, garage, basement, and storage areas.
    - If trash service is in your name, arrange for final pickup and cancellation.
  - **Yard (if applicable)**
    - Warm Weather: Mow lawn, trim edges, remove weeds and debris.
    - Cold Weather: Remove trash, branches, and leaves; sidewalks must be shoveled.
- 

### **Final Items**

- **Keys & Access Devices**
    - Leave all keys, garage door openers, mailbox, pool, and clubhouse keys on the kitchen counter if you do not plan on being at the move out inspection.
  - **Fireplace**
    - Remove debris and vacuum the firebox.
- 

Following this checklist will help ensure a smooth move-out process and reduce the risk of cleaning charges.

Thank you in advance,

Armadillo Property Management Company