

We wanted to take this opportunity to **thank you** for being a resident of **Shelby Park Manor Apartments**. We realize that you are busy with **packing and planning** . . . below you will find some important information to keep in mind to prepare for move out and importantly your return of keys.

General Info: Residents must return their unit in the condition that it was received in order to avoid move out charges. Please review the information below.

- **RENT:** Rent is due through the **term of your lease** and may not be deducted from your security deposit. You are required to personally turn in your keys to the person completing a walk out inspection or drop off at our office. Please contact our office for our hours of operation which are subject to change.
 - **If your unit is not vacated by the 1st of the month;** you will be required to **pay a full month's rent**.
- **KEYS/FOBS:** your keys (exterior, apartment, mailbox, fobs, etc.) must be turned into our office and not left in the apartment. Please note you will be charged according to your lease agreement for any unreturned keys and or fobs.
- **APARTMENT ENTRY DOOR:**
 - Clean, free from any artwork, adhesive wall decals, etc.
- **CONTENTS: All contents must be removed from the unit.** This includes items in refrigerator, cabinets, closets, bathrooms, patio/balcony, etc.
 - Items should be secured, tied and properly disposed of in the dumpster within the community.
 - **DO NOT PLACE FURNITURE in the compactor.** Furniture should be placed outside of the compactor and neatly stacked. Do NOT block the compactor from being used by other residents.
 - ***If you do not remove all contents; a fee will be charged for removal.***
- **FOYER/KITCHEN:**
 - Empty refrigerator/freezer of all contents, clean refrigerator, including all shelves, crisper, footguard. Wipe off top, sides and doors.
 - Clean stovetop and oven, paying attention to broiler pan, burners or coils, drip pans*, controls and the "collection" area under drip pans. - Unless your oven is a self-cleaning appliance, use oven cleaner on interior, including the door gasket.
 - *Drip Pans: if drip pans have any markings on them you must replace them with new drip pans and/or you can/may be charged according to your lease. Please do not leave aluminum foil on drip pans!
 - Clean the upper and lower surfaces of the range hood, and wash out metal filter (suggestion: if practical, run it through the dishwasher).
 - Clean all incidental appliances, including microwave and dishwasher.
 - Scrub sink thoroughly. Leave no refuse in disposal.
 - Empty all shelves and cabinets. Clean thoroughly, including drawer interiors and door handles.
 - Remove any picture hangers, nails or "stick-on" picture hangers from walls carefully! **DO NOT RIP OFF!**
 - Fill holes with appropriate patching compound as needed and sand smooth
 - Wipe spills from walls and around outlets. Clean outlet plates.
 - Wipe off counter tops.

- Pantry (if applicable): remove any shelf liners (if applicable), wipe down shelves, sweep and mop.
- Clean light fixtures/covers.
- Remove cobwebs.
- Sweep and mop behind all appliances that can be readily moved (i.e. refrigerator).
- KEEP ALL APPLIANCES PLUGGED IN!
- **BATHROOMS:**
 - Scrub out tub/shower and remove any decals you applied while in residence. Remove soap and water residue from pan, wall surround and glass enclosure.
 - Clean toilet inside and out.
 - Scrub sink, clean countertop and vanity and/or medicine cabinets.
 - Polish chrome and mirror.
 - Remove any picture hangers, nails or "stick-on" picture hangers from walls carefully! DO NOT RIP OFF!
 - Fill holes with appropriate patching compound as needed and sand smooth
 - Clean light fixture/cover.
 - Remove cobwebs.
 - Sweep and mop floor.
- **LAUNDRY ROOM:**
 - Remove any picture hangers, nails or "stick-on" picture hangers from walls carefully! DO NOT RIP OFF!
 - Fill holes with appropriate patching compound as needed and sanded smooth.
- **LIVING ROOM/DINING ROOM/DEN/BEDROOMS/HALLWAYS:**
 - Clean baseboards, doorframes, walls and switch plates, removing fingerprints and other marks. Wash with mild soap solution only.
 - Remove any picture hangers, nails or "stick-on" picture hangers from walls carefully! DO NOT RIP OFF!
 - Fill holes with appropriate patching compound as needed and sand smooth
 - Check window coverings for dirt, stains or signs of damage. Clean as appropriate.
 - Check tops of traverse rods and valances, clean as necessary.
 - Clean windowsills, windows and screens. Check window tracks. Clean out dirt to allow water from condensation to dissipate. Remove any stickers from windows.
 - Clean heater vent covers.
 - Remove cobwebs throughout.
 - Vacuum closets and remove clothes hangers and other incidentals.
 - Clean light fixtures, make sure all bulbs are operational.
- **PATIO/BALCONY AND MECHANICAL ROOM:**
 - Swept clean and remove all pots, door mats, furniture, etc.
 - Dispose of any remaining refuse.
 - Remove cobwebs.
- **PAINTED WALLS:** If you have painted any wall other than the paint that we use; you will need to paint the walls back to off white with complete coverage or you may be charged accordingly.
 - Example: if you have painted walls with dark paint; you will need to make sure that the walls are painted as noted above and no original color is showing through or you will be charged accordingly.
 - **Paint that we use: Sherwin Williams Off White SW1095 Flat**
- **CARPETS:** must be *professionally cleaned* and a **copy of the receipt must be submitted to the office** when keys are returned or you will be charged according to your lease agreement.
- **DAMAGE – BEYOND NORMAL WEAR AND TEAR:** Occasionally, but infrequently, we have discovered physical damage, beyond normal wear and tear, when the property has been vacated. The cost to repair damage or abuse will result in a deduction from the security deposit.

- **MAIL:** Visit your local post office and/or the link <https://moversguide.usps.com/mgo/move-combined> change your address so that your mail is automatically forwarded to your new address. Please consider any other packages that you may have delivered as you will need to update your address with services such as Amazon, Ebay, etc.
 - **Forwarding Address:** Please note that it is your responsibility to provide the leasing office with your new address for the return of any applicable security deposit **within 4 days of move out!**
- **UTILITIES:** Contact the following utilities and have them transfer service to Landlord as of the last day of your lease and provide confirmation numbers to the leasing office.
 - **Consumers Energy - 1-800-477-5050:** Confirmation # _____
 - **DTE Energy - 1-800-477-4747:** Confirmation # _____
 - **Water Read:** We will take the final read and forward to Shelby DPW for final billing. **(If applicable)**
- **FINAL INSPECTIONS:** will be completed after the property is completely empty of personal belongings, and once the vacating resident has completed all cleaning and preparation they intended to accomplish personally as having all carpets professionally cleaned. A copy of the receipt must be submitted to the leasing office when the keys are turned in or you can be charged.
 - You are **not** required to be present during the inspection.
 - **IF YOU WANT A FINAL INSPECTION WITH STAFF; YOU MUST SCHEDULE THIS AT LEAST 7 DAYS IN ADVANCE PRIOR TO YOUR LEASE END.**
 - Move Out inspections are not scheduled for Saturday or Sunday.
- **MOVE OUT STATEMENT:** Under Michigan law, a landlord must return the tenant's security deposit (if applicable), with an itemized statement of deduction, **within 30 days after the tenant(s) has moved out.**

All of the aforementioned items need to be done **PRIOR** to your final inspection so that you can. Any and all repairs, repainting, trash removal, cleaning, and/or any other expenses that are attributed to restoring your apartment to its condition prior to your tenancy will be deducted from your Security Deposit.

If additional money is needed to restore said apartment, Landlord will send Tenant a bill and/or file legal suit for said money in court. Your Security Deposit will be mailed within 30 days of your move-out inspection to the address you provide Landlord (if no new address is given, any remaining Security Deposit money will be mailed to the current mailing address and the Post Office will be responsible for forwarding any/all mail to your new listed address). Please also note the replace/repair cost(s) for items you leave in disarray.

Please remember to deliver your home in the same condition it was in prior to your tenancy. This will ensure YOU RECEIVE THE MOST OF YOUR SECURITY DEPOSIT IN RETURN!

We hope that you have enjoyed your stay at Shelby Park Manor. Should you have any questions/concerns, please do not hesitate to contact the leasing office at **248-650-0985** or send us an email at shelbyparkmanor@gmail.com.

Sincerely,
The Management Team at Shelby Park Manor