

PLEASE RETURN THE ATTACHED FORWARDING ADDRESS FORM AS SOON AS POSSIBLE!!



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4505 N. Lincoln Avenue · Chicago, Illinois 60625 · Phone 773 - 290 - 1100 Fax 773 - 290 - 1101  
www.mtdpropertymanagement.com

## **CLEANING GUIDELINES AND FORWARDING ADDRESS FORM**

We wish you happiness, health and prosperity in your new home. Your moving date is rapidly approaching and we would like to clarify our expectations to insure a full refund of your security deposit.

To facilitate a smooth transition for you and the new tenant, we ask that you return the attached form to our office, being as specific as possible as to date and time of move out, AS SOON AS POSSIBLE. This form also provides MTD with your forwarding address for the return of your security deposit.

### **EXPECTATIONS TO AVOID CLEANING CHARGES UPON MOVE-OUT AND RECEIVE ANY MONEY YOU ARE DUE:**

#### **GENERAL**

- You have provided MTD Property Management with your forwarding address by returning the attached form.
- **All sets of keys are left on the kitchen counter at the time of your departure with the FRONT apartment door left closed but UNLOCKED. When you have vacated the apartment, you must call the office so we can inspect the apartment.**
- You have contacted the gas, electric and phone companies and had your accounts closed.  
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- The entire apartment, including closets, cabinets and shelves, and rear porches is empty of your belongings and debris.
- All floors are swept, mopped or vacuumed.
- All walls that have been painted or papered since our decorating are returned to the original surface and painted in the original color (usually Sherwin Williams Dover White)

## **KITCHEN**

- Floor is washed or mopped with strong detergent (Mr. Clean)
- Refrigerator is empty, defrosted, washed with mild detergent inside and out and left ON
- Stove is thoroughly cleaned; oven, broiler and burners with commercial cleaner such as "Easy Off Oven Cleaner". The outside is free of grease, cleaned and washed with strong detergent.
- Cabinets are empty and washed out with mild detergent
- Sink is scoured with cleanser such as "Comet."

## **BATHROOM**

- The bathtub, sink and toilet are scoured with strong cleanser such as "Comet", removing dirt, marks, and soap film.
- Tile and grout are scoured and cleaned removing water and soap film with commercial cleanser such as "Soft Scrub."

*All of the above must be completed on the last day that you occupy your apartment.*

The following prices are estimates of what you can expect to pay if MTD has to hire a cleaning service to clean your apartment after you vacate the apartment.

## **GENERAL**

- Removal of personal belongings and debris left in the apartment - \$10.00 to \$125.00
- Sweeping, dusting and general cleaning - \$100.00 - \$400.00
- Locksmith (if one or all keys are not returned) to make new keys or change all locks - \$1.00 to \$75.00
- Removing wallpaper or applying primer on tenant-painted walls not white - \$25.00 to \$250.00
- Total painting of walls that were originally done within the past year beyond normal wear and tear - \$75.00 - \$500.00

## **KITCHEN**

- Washing, cleaning and mopping of floors, countertops, shelves, etc. - \$10.00 - \$75.00
- Refrigerator cleaning - \$15.00 - \$50.00
- Stove - \$25.00 to \$100.00

## **BATHROOM**

- Cleaning and scouring of fixtures: bathtub, sink, toilet and floor - \$15.00 to \$100.00
- Cleaning and scouring of tile and grout area - \$15.00 to \$100.00

The above prices reflect minimum and maximum expenses that we have encountered in past experiences. It is our hope that you will save us time and yourself expense so that we are able to refund your entire deposit within 45 days of your lease expiration.

Thank you for your cooperation.

MTD PROPERTY MANAGEMENT, INC.

**\*\*PLEASE SEND IN THE ATTACHED FORM AS SOON AS POSSIBLE\*\***



Property Management, Inc.

4505 N. Lincoln Ave. Chicago, IL 60625 - Phone 773-290-1100 Fax 773-2901101

**Please return this form to our office as soon as possible!**

Current Address and Apartment \_\_\_\_\_

Please use this form to make us aware of any special instructions for the return of your security deposit!

**SEND SECURITY DEPOSIT TO:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address and Apartment \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Date** of Moveout \_\_\_\_\_ Estimated **Time** of Completion: \_\_\_\_\_

**OCCUPANT NUMBER TWO (IF APPLICABLE)**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address and Apartment \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Date** of Moveout \_\_\_\_\_ Estimated **Time** of Completion: \_\_\_\_\_

**OCCUPANT NUMBER THREE (IF APPLICABLE)**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address and Apartment \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Date** of Moveout \_\_\_\_\_ Estimated **Time** of Completion: \_\_\_\_\_