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## Graham Properties

1246 E. Catalpa St.  
Springfield, Missouri 65804

(417) 832-0659



### Move-out Checklist

The main reason for a Security Deposit is to assure that residents take reasonable care in the occupancy of the rental property.

**Reasonable care** means the premises should be returned to the owner in about the same condition as it was when originally rented. Normal wear and tear is expected.

Residents are expected to spend some time and effort in cleaning the rented premises prior to vacating.

Our preference is to return your Security Deposit in full, less allowed deductions, rather than have to spend our time and your money to clean it. It is considerably cheaper for a tenant to clean the premises themselves than for us to do it. Some Landlords charge a cleaning fee regardless of the condition of the apartment/house. We have chosen not to do so. This gives the tenant(s) an opportunity to save money by thoroughly cleaning the premises themselves. If, however, we need to clean the premises, an appropriate deduction from the Security Deposit will be made and the remainder, if any, refunded.

In some situations, a Security Deposit cannot be returned in the 30 day period required by law due to extraordinary circumstances. Examples include but are not limited to flea and pest infestation, certain repairs which require more than 30 days to remedy, etc. You will be notified in writing in the event such a situation exists.

**Do not attempt to perform repairs yourself or repaint the walls or woodwork.** More often than not, attempted tenant repairs and repainting cause more problems than existed in the first place and reduce the Security Deposit refund due to the time needed to undo the attempted repairs and remedy the situation correctly.

and lastly....By way of reminder, the **Lease and Missouri Tenant Law** does not allow a tenant to deduct the last month's rent from the Security Deposit.

[If you have any questions regarding the refund policy, please call us at 417-832-0659.](tel:417-832-0659)  
We will be glad to answer any questions or concerns you may have.



## General Cleaning Guidelines

### **Walls & Woodwork**

- Woodwork, such as doors and doorframes, should be wiped free of fingerprints, smudges, etc. with glass cleaner or an all-surface cleaner
- Clean dirty or marked walls. Normally, we touch up the normal wear and tear areas with color matching paint. If, however, we have to completely repaint an entire wall or room, that could be cause for us to deduct time and materials.
- Do not use "stick-ons"/adhesives or make excessive or unreasonable holes in the walls for picture hanging, etc. **Do not insert screws, bolts, or anything other than small picture hanging nails into the walls.**
- Remove all nails from the walls before you leave. We will fill in the holes as needed.

### **Floors**

- Sweep and wipe down all Tile and vinyl floors.
- Dust-mop all wood floors
- Vacuum all carpets.
- **Please do not shampoo the carpets.**
- **We will remove carpet stains; please do not attempt to do this yourself.**

### **Kitchen**

- Sinks and faucets need to be clean and free of calcium deposits.
- Appliances need to be cleaned and free of grease and splatters.
- Oven needs to be cleaned, preferably with Easy-Off, then wiped down.
- Countertops, shelves and drawers need to be emptied and wiped clean.
- Refrigerator and microwave need to be washed clean, inside and out.
- There should be no food, cans, bags, debris, trash, etc. left behind.

## **Bathroom**

- Sinks, faucets and countertops need to be thoroughly cleaned and free of calcium deposits.
- Medicine cabinets, shelves, and drawers need to be wiped clean.
- Shower and tub need to be free of dirt, mildew and soap scum, including soap tray and windowsill, if any. Do not use a scouring pad or abrasive/harsh chemicals on fiberglass or cultured marble tubs and surrounding walls.
- Toilet, including the base and seat area, needs to be scoured clean of calcium deposits, stains, dirt, etc.
- Clean all mirrors and chrome with glass cleaner.

## **Windows and sliding glass doors**

- Windows and windowsills need to be wiped clean.
- Sliding glass doors (interiors) need to be cleaned with glass cleaner.
- We will repair damaged screens and deduct from the deposit appropriately.
- If the mini-blinds are stained, soiled, or discolored due to smoking, they will be cleaned by a professional, if possible, or replaced. and the cost will be deducted from the deposit.

## **Trash and Debris**

- The rental unit should be left in an overall clean condition, free of trash and debris and personal possessions, such as furniture, boxes, etc.
- If we have to remove and haul away any items, the cost of disposal and our time will be deducted from the deposit.

## **In conclusion...**

Some normal wear and tear is expected and allowed. Please tell us if something is broken and/or inoperable before you move out.

On a perfect move-out, we generally do not have to do much to make the unit ready for the next renter.

If we have to make repairs and/or do extensive cleaning/painting, we will deduct these expenses from the deposit.

Please contact us if you have any questions.

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**Graham Properties**  
1246 E Catalpa St  
Springfield, MO 65804  
Phone: (417) 832-0659 | Fax: (417) 832-0716  
[info@GrahamProp.com](mailto:info@GrahamProp.com) | <http://www.GrahamProp.com>