

# MOVE-OUT PACKET

Following is some information and reminders to help make your move go as smoothly as possible. Please read through the enclosed packet carefully and follow the instructions and guidelines.

- **PRE MOVE-OUT WALKTHROUGH:** Please be advised: within 15 days of your scheduled move-out date, a member of the Cornerstone staff will enter your apartment to prepare for the work we will do after you move. You do not need to be present or prepare in any way.
- **ONLINE RENT PAYMENT:** If you use a recurring rent payment through our website, log on and cancel your recurring rent payment and submit your final month's rent as a "one-time" payment.
- **YOUR KEYS:** Put ALL keys in an envelope and **leave on the apartment kitchen counter when you leave.** Make sure you have the building and apartment number clearly marked on the envelope. Leave your apartment door unlocked.
- **AFTER YOU MOVE:** We will inspect the condition of your apartment after you move-out and do not need to meet you at the apartment. If you have specific concerns about damage, please contact your manager. \*See Page 2 for Security Deposit refund information.
- **PARKING PASS(ES):** If you were given parking passes or parking gate remote, leave them with your keys. You will be charged for failure to return these items.
- **PROVIDE YOUR FORWARDING ADDRESS:** If you have not done so already, please email your forwarding address to your property manager. Failure to provide your new address will result in a delay in getting your security deposit to you.
- **SECURITY DEPOSITS:** It is our policy to refund security deposits within 60 days of vacating
- **XCEL ENERGY:** **Transfer utilities out of your name by the date you move-out.** Xcel will not back-date utilities after you move! 1-800-895-4999.
- **CENTURY LINK:** Transfer service or disconnect (if applicable) 1-800-244-1111.
- **COMCAST:** Transfer service or disconnect (if applicable) 303-930-2000.
- **FREE UNWANTED ITEM PICKUP:** The Salvation Army will provide FREE donation pickup of your unwanted furniture and clothing. Please call them at 1-800-728-7825 or go to [www.satruck.org](http://www.satruck.org) to arrange for this.
- **CHANGE YOUR ADDRESS WITH THE POSTAL SERVICE:**  
Go to <https://moversguide.usps.com/> or contact your local post office. Failure to change your address with the post office may result in complications with your future mail deliveries. After you move out, we are not allowed to open your mail box at the property, so make sure to take care of this beforehand.



**IF YOU HAVE A CHANGE OF PLANS OR HAVE ANY QUESTIONS, PLEASE CALL YOUR PROPERTY MANAGER.**

# VACATE FORM

(fill out this form and leave it with your keys)

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I AM TERMINATING TENANCY FOR THE PREMISES LISTED BELOW:

ADDRESS: \_\_\_\_\_ Denver, CO

ON \_\_\_\_/\_\_\_\_/\_\_\_\_, (DATE VACATING PREMISES).

FORWARDING ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

It is our policy to refund security deposits of outgoing residents WITHIN 60 DAYS OF VACATING. Not providing a forwarding address and not returning all of your keys will result in a delay in this process.

Normal wear and tear accepted, we will charge accordingly for repairs, cleaning or items left behind. There will be additional charges for each key that is not returned. (See attached sheet for charges.)

DATE \_\_\_\_\_

\_\_\_\_\_  
RESIDENT NAME (PLEASE PRINT)

\_\_\_\_\_  
SIGNATURE

Cornerstone Apartment Services  
665 N. Grant St.  
Denver, CO 80203  
TEL. (303)333-1999  
FAX. (303)333-5955

# CLEANING INSTRUCTIONS

These instructions are not complete. Please take time to ensure all areas of your apartment are completely clean and in a normal wear-tear condition.

## GENERAL:

- Remove ALL trash and unwanted belongings. **You will be charged for removal if you leave furniture or mattresses by the dumpster or in your apartment.**
- Dust all light fixtures and ceiling fans.
- Clean all woodwork – including all baseboards – with warm, soapy water.
- Mop all hardwood floors with **warm water only.**
- Vacuum and sweep all carpets and floors.
- Clean all windows with glass cleaner.
- Remove lock and belongings from storage unit, and clean out.
- **Leave heat on and all appliances plugged in/turned on.**

## BATHROOM:

- Thoroughly clean the sink, tub and toilet.
- Clean tile and delicate surfaces with soft scrub. Do not use abrasive cleaners or sponges on tub and tile wall.
- Sweep then clean all floors with warm water.
- Wipe down mirror with glass cleaner.

## KITCHEN:

- Clean all woodwork and cabinets – including baseboards – with warm, soapy water.
- Remove all trash and food.
- Defrost refrigerator/freezer (if applicable), and clean inside and out with warm water. Do not leave items in fridge and do not un-plug.
- Use oven cleaner on inside of oven, racks and burners. Wipe down and clean drip trays on stove.
- Clean microwave and vent hood above stove.
- Wipe grease/food from walls.
- Sweep and mop floor (move appliances, being careful not to scratch floor).

## LIVING, DINING, AND BEDROOM:

- Wipe all woodwork, baseboards and window sills with warm, soapy water including closets and shelves.
- Dust and wipe down blinds.

**DON'T WAIT UNTIL THE LAST DAY TO START PACKING AND CLEANING!**

## Cleaning and Damage Charges

Upon move-out, if condition exceeds normal wear and tear, charges for the following items will apply:

	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom
Full Paint	\$300.00	\$400.00	\$500.00	\$600.00
Shampooing	\$60.00	\$75.00	\$100.00	\$125.00

**You are required to leave your apartment clean and in the condition you found it.** If the apartment is not left clean or if there are any damages to the apartment, the following charges plus labor will apply:

### Cleaning:

Oven	\$30.00	Wash Baseboards	\$20.00
Range Top	\$15.00	Wash Heat Registers	\$35.00 each
Vent Hood	\$10.00	Faucets	\$5.00 each
Refrigerator	\$25.00	Mirrors	\$2.00 each
Floors (per room)	\$15.00	Medicine Cabinet	\$5.00 each
Counters	\$10.00 each	Light Fixtures	\$2.00 each
Cabinets	\$5.00 each	Fireplace	\$50.00
Sink	\$5.00	Wash Patio Sliding Door	\$10.00 each
Dishwasher	\$10.00	Wash Windows	\$10.00 each
Trash Removal	\$10.00 a bag	Vacuum Carpet	\$10.00 a room
Wash Walls	\$20.00 each	Wash Mini-Blinds	\$10.00 each
Clean Ceiling Fans	\$5.00 each	Wash Doors/Frames	\$5.00 each
Toilet	\$20.00	Clean Closet Shelves	\$5.00 each
Bathtub	\$20.00	Remove Wallpaper	\$30.00/ hour
Shower Wall Tile	\$25.00	Wash Walls	\$15.00 each
Carpet Stain	\$35.00 each	Microwave	\$20.00

### Replacements:

Oven Rack	\$15.00	Interior Door	\$100.00
Broiler Pan	\$30.00	Exterior Door	\$150.00
Stove Burner	\$25.00 each	Broken/Missing Screens	\$20.00 each
Drip Pan 8"	\$10.00 each	Broken/Missing Window	\$150.00 each
Drip Pan 6"	\$8.00 each	Mini Blinds Replaced	\$50.00 each
Door Key	\$30.00	Vertical Blind Replaced	\$100.00 each
Mailbox Key	\$20.00	Smoke Detector/Alarm	\$25.00 each
Bathtub Resurface	\$250.00	Smoke Detector Battery	\$4.00 each
Remote Opener	\$50.00	Refrigerator Crisper Tray	\$80.00 each
A/C Remote	\$50.00	Special Extermination	\$60.00 a visit
Towel Bar	\$30.00	Thermostat	\$75.00 each
Fire Extinguisher	\$35.00	Door Locks	\$50.00 each
CO Detector/Alarm	\$40.00 each	Window Locks	\$15.00 each
Toilet Seat	\$20.00	Parking Pass	\$50.00 each

Please note that painting or altering paint on walls and ceilings is prohibited and may result in double the paint charges listed above.

**The above listed charges are not exclusive. If it is not listed above or costs more than what is listed, applicable charges will apply.**