

DBQ RENTALS, LLC
2453 Roosevelt St.
Dubuque, IA 52001
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www.dbqrentals.com

Received: __/__/__

Date: _____

Dear Resident(s) of: _____,

As you are aware, your lease ends at noon on: _____. There are a few things you need to do in order to prepare for checkout. Attached you will find a cleaning checklist guide and a forward address form. Fill it out and have everyone sign. Please do not call DBQ RENTALS, LLC with your forward address; it must be left in writing to DBQ RENTALS, LLC. If no forward address is provided, the processing of deposits will be delayed.

Checkouts will begin at noon. You do not need to be present for the checkout. Make sure to leave all keys, openers, hangtags and forwarding address on the kitchen counter. If you will be moved out before the end of your lease you can either turn your keys and info directly to DBQ RENTALS, LLC or leave them in the unit. If you leave them in the unit you will need to inform DBQ RENTALS, LLC, so an early check out can be done of the unit.

Also, as an addendum to your lease: Anyone who is not out of their apartment at time of checkout will be fined \$25.00 per rescheduled checkout appointment and \$100.00 per day until the apartment is vacated. Anyone found to have had an illegal pet in their rental unit will automatically have \$300.00 deducted from their security deposit in addition to any cleaning and/or damage charges.

Feel free to call DBQ RENTALS, LLC with any questions. Thank you for renting with me and good luck to you in all of your future endeavors.

Sincerely,

DBQ RENTALS, LLC

Damage Deposit Refund Information

The security deposit refund for current unit: _____

Should be made payable and returned to:

Name: _____

Address: _____

City/State/Zip: _____

Phone/Cell #: _____

I/We the current residents of the above address understand that only one check will be written for the security deposit and that the above named will be responsible for returning our security deposit to us.

_____	_____
Tenant signature	Date

_____	_____
Tenant signature	Date

_____	_____
Tenant signature	Date

_____	_____
Tenant signature	Date

_____	_____
Tenant signature	Date

_____	_____
Tenant signature	Date

Failure to complete and return this form will result in the security deposit being returned at DBQ RENTALS, LLC's discretion, within Iowa Code.

Move Out Cleaning Guide

It is important to clean the entire unit in order to receive your security deposit in full. This is a list of items that will be inspected at checkout time. Remember that this is a guide, and not the only things inspected. All rooms, carpets, surfaces, fixtures, etc. must be cleaned. If the unit is not clean to our standards we will hire a professional cleaner and the charges will be deducted from your deposit. Professional cleaners clean by the hour, not by the room or specific area.

DBQ RENTALS, LLC does not require that you have your unit cleaned professionally, but you must have the carpets professionally cleaned. You must provide us with a paid receipt upon checkout. If a receipt is not provided, we will have it done and deduct the cost from your security deposit. *You **may not** use a rug doctor or similar type carpet shampooer.* Feel free to call the DBQ RENTALS, LLC for a company referral.

You also will be charged for any damage to the unit including but not limited to windows, doors, fixtures, flooring, excessive nail holes, blinds/drapes, locks/keys, and painting if they have endured more than normal wear and tear. Fire extinguishers (if missing or discharged), and smoke detectors (if missing, broken or have an expired battery) will be replaced at your expense as well.

Remove EVERYTHING from the unit, including garages, storage areas, deck/patio/porch areas, & yards. Leave nothing behind. If anything is left that does not belong there, we will hire someone to haul it away at your expense.

Remember to arrange for utilities to be taken out of your name on your lease end date, do not have them disconnected.

All general areas:

- Walls: Wash all walls, especially around switches & appliances; wipe off baseboards, doors, & door/window trim.
- Non-carpeted floors: Sweep & mop clean, make sure to clean under appliances, behind toilets & in corners.
- Vacuum carpeted areas to prepare for professional cleaning
- Windows: Clean the glass inside & out. Clean out window sills & tracks. This applies to sliding glass doors as well.
- Appliances: Stoves & fridges must be moved out, cleaned under & behind.
 - Do not leave fridge off or unplugged without propping the doors open.
 - Washers & dryers must also be moved out and cleaned under, behind & inside. If your washer & dryer is in a closet with bi-fold doors, they can be removed for easier cleaning.
- Light fixtures: Remove fixture covers to clean & replace them. Clean switch plates & ceiling fan blades/ fixtures if you have them. Clean vent fans & covers. Replace burnt out bulbs.

Additional kitchen & bathroom info:

- Cabinets & drawers: Wash shelves and inside of cabinets, wipe out drawers, wipe clean the front, top, bottom & sides.
- Countertops & sinks: Scrub clean. Remove hard water stains with appropriate cleaner.
- Dishwasher: Wash front of door & edges by seal. Run a cycle to clean inside.
- Refrigerator: Wipe clean the entire fridge inside & out. Clean underneath food bins & drain area. Usually shelves & racks can be removed for easy cleaning. Remove and clean the drip pan underneath. Defrost freezer (if needed) & wipe clean. If you leave the fridge off or unplugged, you must prop open the doors to prevent it from molding inside.
- Stove: Inside of oven must be cleaned with oven cleaner unless it has self-clean function. Lift the stovetop and clean under the burners. Clean the top, front, sides, knobs, & control panel on stove. Clean the drip pans & rings, replace if needed. Clean the hood & vent fan filter over stove. All grease/food splatters must be gone. Replace bulb if needed.
- Storage & medicine cabinets: Clean inside & out, wash shelves, mirrors & tracks. Replace bulbs if needed.
- Toilet: Clean & sterilize inside of bowl, base, seat, lid, front, sides, & top.
- Shower/bathtub: Clean & sterilize tub, walls, fixtures, & shower doors. Remove soap/lime residue, & hard water stains.

The person performing the checkout cannot provide any information regarding your deposit or its return. They are there just to do the checkout. Remember to leave a forwarding address. Any questions regarding a deposit must be submitted in writing to DBQ RENTALS, LLC.