



521 N Taft Hill Rd
Fort Collins, CO 80521
970-482-9293

Re: Moving Information

We are sorry that you will be moving out soon. However, we have enjoyed having you and hope you have enjoyed your time with Armadillo Property Management Inc.

To avoid any possible misunderstandings in connection with your departure, we thought we would go over a few basic policies. Please remember that the security deposit cannot be used toward your rent.

We will return your deposit in full as long as all rents, late fees, sublet fees, utilities, returned check fees, or any other balance(s) due have been paid. Also the dwelling must be left clean and undamaged, normal wear and tear accepted. Normal wear and tear is defined as deterioration that occurs without negligence, carelessness, accident, or abuse.

We have attached a cleaning checklist, which will give you some guidelines for cleaning your residence, as well as carpet cleaning companies that we recommend.

UNDAMAGED means those items which have been supplied should not be missing or broken (such as, light bulbs, light globes, screens). Also there should not be any burns, scratches, cracks, chips or holes in the dwelling or its furnishings. Please don't remove anything that has been permanently attached to the walls or ceiling such as towel racks or plant hooks without first getting written permission. In addition, please try to avoid nicking the paint in the halls and doorways as you move items out. Finally, you are required to have **all carpets professionally Steam cleaned upon move out and a receipt from the cleaning company provided to management, carpets may not be cleaned by a company using Buffing/Static-Attraction or Chem-Dry.** The carpets were clean when you moved in; therefore, you are required to leave them clean upon move out. Armadillo will have the carpets cleaned at your expense if we don't receive a carpet cleaning receipt from a professional carpet cleaning company at your move-out inspection.

You will receive your final accounting and security deposit check 60 days from your lease expiration date or surrender and acceptance of keys and no sooner. **One check will be issued payable in the names of ALL tenants listed on the lease.** An appointment for a move out inspection has been scheduled for _____ at _____ am / pm. If you will be moving out any earlier than the date indicated please call our office as soon as possible to reschedule. Please have all furniture out and the dwelling ready for inspection at this time.

Please feel free to call if you have any questions about the move out procedure. We hope your move goes smoothly, and we wish you happiness in your new home.

Thank you in advance,

Armadillo Property Management

Recommended Carpet Cleaning Companies

Koala T Carpet Cleaning 970-663-2660
Midwestern Steam Clean 970-219-1520

Please remember to call and cancel your utilities effective the last day of your lease:
City of Fort Collins 970-212-2900
Xcel Energy 1-800-895-4999
City of Loveland 970-962-2111

Cleaning Instruction for move out

The following cleaning list is to be used as a guide for cleaning your unit when you vacate. We would like to point out that you are not charged for "ordinary wear and tear", but we do not consider dirt in any form within the scope of the definition of "ordinary wear and tear".

Refrigerator: Defrost and clean with detergent and water or baking soda and water. Be sure to include the shelves, butter tray, ice cube trays and vegetable crisper (inside & out). Be sure to clean under the refrigerator and vacuum coils behind it & clean any dust or grease from the top. Do not leave it unplugged.

Stove/oven: Put this at the top of your list. If you start early, it won't be such a chore when you move.

- A) Clean under the burners, the drip pans and the stove rings until no stains, food, or grime is left.
- B) Remove the knobs and clean around this area including the knobs thoroughly. Make sure you put the knobs back as before or they will not work properly.
- C) Clean the oven and oven racks using oven cleaner (unless you have a self-cleaning unit). Be sure to put papers or plastics in front of the stove to protect the floor. If you have a self-cleaning or continuous clean oven, **Do Not** use oven cleaner, follow the directions on your range instead.
- D) Thoroughly clean the stove drawer, also remove the stove drawer and clean the floor underneath.
- E) Clean the exterior of stove including sides, as well as the front of the door and drawer.

Cupboards and Drawers: Wipe down inside and out with a cleaner that doesn't leave a dull film. Dry with a clean cloth. All food drips and crumbs must be removed from inside & out. Make sure that the tops of the cupboards are dusted and clean.

Sinks: Scour the sinks and faucets with a high quality non-abrasive cleanser, and wipe dry with a clean cloth.

Disposal: Must work and be free of food remnants. To do this run a tray of ice cubes through the disposal while running cold water through. Place a cup of baking soda in the disposal and do not run any more water through the disposal.

Dishwasher: Wipe inside and out cleaning away any old soap scum, don't forget the gasket around the edges of the door. Sprinkle one cup of baking soda on the bottom before closing do not run the dishwasher again

Doors and Woodwork: Wipe down and polish.

Linoleum Floors: Vacuum or sweep and damp mop the floor. Put the wash water down the toilet to avoid stopping up the sink. Do not pour mop water in the disposal as this can clog it.

Carpets: The carpets must be steam cleaned by a professional carpet cleaner, the carpets may not be cleaned by a company using Buffing/Static-Attraction or Chem-Dry. Watch the paper for specials on carpet cleaners; there is also a list of recommended carpet cleaning companies on the front of this letter. Grocery store machines are not acceptable.

Walls and Ceilings: Dust or wash baseboards, and door jambs, remove any marks from the walls, wipe fingerprints from the light switch plates and outlets, tops of heat registers, doorknobs, and wall telephone area. Vacuum the walls and ceiling to remove cobwebs.

Windows and Sills: Vacuum the window screens and window tracks. Wash the glass without leaving any streaks. Window must be cleaned inside and out. Be sure the sills are dusted and wiped clean.

Drapes and Blinds: Vacuum and dust. Blinds must be clean and dust free.

Closets: All closets should be thoroughly cleaned, all hangers removed, and shelves dusted.

Light Fixtures and Fans: Take down and wash the light fixtures, they seem to catch a lot of dust and bugs. Be sure all burned out light bulbs are replaced. Make sure to clean the ceiling fan blades. Vacuum the bathroom exhaust fan vent or cover.

Toilet(s): Thoroughly scrub the toilet bowl inside and out with a good disinfectant. This includes the lid, seat, behind the toilet, and the outside of the tank.

Bathtub and Shower: Scour the tub and walls of the bathtub including shower doors and their metal track. These must be free of soap scum and mildew. Clean out the soap dish and well. Wipe dry with a clean cloth.

Medicine Cabinet and Vanity: Don't forget to clean these inside and out and polish.

Nail Holes: If you have put up pictures remove the nails, **Do Not** Spackle the nail holes.

Hooks, Etc.: Please leave paper towel racks, ceiling hooks, cup dispensers and so forth behind.

Laundry/Utility Room, Garage, Storage, Deck: Please make sure you've swept and mopped these areas, There're often left undone. Make sure you remove all your property (oil, soap, tires, boxes, sacks, Etc.)

Garbage/Trash: All trash must be removed before you leave make sure to check the garage, basement, and utility areas, these can be easily missed. If the trash service is in your name make arrangements to get a final pick-up and to take the service out of your name.

Yard: Yard must be mowed, trimmed, weeds and trash removed in summer, in winter all trash, leaves and branches must be removed and sidewalks shoveled.

Keys: Leave on kitchen counter including any mailbox, pool, clubhouse keys and garage door opener(s).

Fireplace: Remove large debris and vacuum.