

Move Out Instructions

- Vacate all possessions from apartment, including furniture.
 - furniture which is to be left for incoming tenants should be marked with taped notes so our maintenance staff will not dispose of it
 - Because the hallways are narrow, please be careful not to scratch or dent the walls while moving out. If you need help removing furniture, you may make arrangements with the Salvation Army to remove any unwanted furniture.
 - All trash and discarded materials should be placed *only* in the existing trash bins. You will have to arrange for disposal of large furniture and other items that do not fit in the trash bins. **DO NOT LEAVE ITEMS ON THE SIDEWALK.**
- Gas, electricity and cable should be turned off/disconnected for the day after you move.
- Clean basement storage areas of your belongings.
- Vacuum entire rug and clean floors.
- Clean entire apartment including windows, mirrors, and window sills.
 - *Kitchen*
 - Wipe down cabinets inside and out.
 - Empty refrigerator and freezer and thoroughly clean and disinfect inside and out.
 - Clean stove and burners inside and out (Easy-Off or another brand of oven cleaner is recommended).
 - Wipe down kitchen counter top and floors.
 - *Bathroom*
 - Wipe down vanity inside and out.
 - Clean toilet inside and out.
 - Clean tub or shower including tiles and grout, clean shower door or remove vinyl curtain.
 - Wipe down floor.
- Replace any burnt out light bulbs.
- Replace any old fire alarm batteries.
- Leave apartment doors locked and all apartment keys, including mail box keys in an envelope on the kitchen counter along with a self-addressed stamped envelope for return of your security deposit. Your security deposit will be mailed back within 20 days in accordance with Rhode Island State Law. Your security deposit cannot be used as your last month's rent.