

BPM TENANT CHECK-OUT PROCEDURES **(PLEASE MAKE SURE ALL ROOMMATES READ THIS FORM)**

This letter is a reminder that your lease at Address: _____ Unit: _____
EXPIRES at 11:59PM (MIDNIGHT) on Month: _____ Day: _____

**IF YOU HAVE RENEWED YOUR LEASE OR BELIEVE THIS DATE DOESN'T MATCH WITH
YOUR LEASE, PLEASE CONTACT US ASAP AT 303-473-9559!**

1. KEYS: Please leave all tenants keys on the kitchen counter in your apartment with your forwarding address. Do not return your keys to the office unless you are moving out early or feel uncomfortable leaving them behind.

2. CLEANING: This packet provides full instructions on all automatic deposit deductions as well as everything we look for in terms of cleanliness. Please pay strict attention to our cleaning procedures to maximize your deposit return.

3. FORWARDING ADDRESS: Please leave your forwarding address (last page of this packet) on your kitchen counter with your keys. Only use the sheet in this packet if you do not need separate checks or one check sent to one roommate who will divide it among you. This sheet is only intended for use if you are all able to be together to cash your deposit.

4. SECURITY DEPOSIT RETURN: Your deposit will be mailed out approx. 60 days after the day your lease expires. It will be returned in one check with everyone's name on it to the address you provide within this packet unless the appropriate paperwork has been received for split checks or security deposit to go to only one roommate. Please visit our website www.bpmco.com or contact the office at 303-473-9559 for more information on how to fill out these forms!

5. BPM CHECK OUT: A BPM representative will start checking out units early the morning after the lease expiration. **YOU MAY NOT BE PRESENT AT THE TIME THE UNIT IS CHECKED OUT!** All tenants and their personal belongings must be FULLY REMOVED from the premises no later than 12:00am, (midnight), the night of lease expiration!

If a Boulder Property Management representative comes to check-out the apartment and the unit is not ready to be checked-out, the tenant will be charged a \$200 Holdover Fee per day as stated in your lease. Please do not remain on the premises longer than your lease allows or you will be trespassing and subject to this fee.

**Please wait the full 60 days after your lease expires before contacting us to
check on the status of your deposit return!**
(i.e if your lease ends August 6th wait until October 6th)

AUTOMATIC DEDUCTIONS FROM DEPOSIT:

There are always some automatic deductions from your deposit per your lease. Expect to have the following charges withheld from your deposit:

- **\$40 for lock changes**
- **\$0.35-\$0.60 per square foot for professional carpet cleaning**
- **\$38-\$60 for each hour spent on professional cleaners for your unit**

- **DRIP PANS- (ONLY for electric stoves)** Bring your drip pans with you when you go to replace these so you can make sure you find the same size and color! You can find these at Target, Walmart, etc. If you replace these yourselves you will save \$\$!
- **LIGHT BULBS:** Replace any burned out light bulbs (max 60 watts) before moving out. Try and find bulbs similar to those in place at the time of your move in. If any bulbs are burnt out at the time of check out we will charge you to replace them.
- **PAINT:** If you painted any rooms make sure you paint it back to the original color or you will be charged. Please be advised: not all units are the same white, so please call BPM to find out!
- **HOLES:** BPM asks that you NOT attempt to spackle any nail/tack holes on your own. This usually also requires re-painting. If a large number of holes are found in your unit we will automatically withhold money from your deposit to caulk, fill and paint over them.
- **TRASH:** Any trash/furniture left at the dumpsters will be removed and the cost to do so will be billed back and divided amongst all tenants at the building per your lease.

REMEMBER!

UTILITIES: Have all utilities taken out of your name such as gas/electric (Xcel Energy 800-895-4999), cable/internet. **Do NOT turn your gas/electric off prior to your move out date!**

MAIL: Advise the Post Office of your change of address! You can do this online or in person. If you fail to leave us a forwarding address and don't change your address at the Post Office, then your security deposit could be lost in the mail or sent to the wrong address!

CIRCUIT BREAKERS: Please DO NOT turn off or unplug your refrigerator and leave all circuit breakers on!

BIKES: Don't forget to remove your bike from any outdoor bike racks; all bikes will be removed from the premises at move out!

**Nothing is to be left behind in the apartments/houses for future tenants!!!
BPM will not be liable for any personal belongings that are left
behind in our units and you will be 100% responsible for the cost of removal.**

CLEANING PROCEDURE CHECK-OUT SHEET

The more cleaning you do, the more money you will save!

KITCHEN:

_____: **Stove-**

A) **Broiler and broiler pan-** Must be clean and free of grease and stains. Area surrounding broiler must also be clean and free of debris. This includes range drawer.

B) **Top of Range-** Coils and burners must be clean and free of debris and grease. Area under burners needs to be thoroughly cleaned and free of debris and grease-Most tops lift up for access.

C) **Oven-** Entire oven door, ceiling of oven, racks, and coils must be free of debris and grease and stains.

_____: **Range hood-** Remove filter and clean it by placing it in dishwasher. Clean the hood inside and outside.

_____: **Microwave-** Wash out the inside of the unit with mild, non-abrasive cleaner. Rinse and dry. Clean the outside the same way and don't forget to clean the ceiling of the microwave.

_____: **Refrigerator -**

A) **Racks and drawers-** Must be thoroughly washed and cleaned. Remove from unit if necessary to fully wipe them out and remove all debris.

B) **Freezer-** If you don't have a frost-free refrigerator, you should defrost the unit by turning it off and allowing the ice to melt. Do not use hair dryers, knives or any other sharp objects to remove ice. Freezer should be washed out and rinsed. The bins/shelves underneath the refrigerator should be fully cleaned and rinsed.

DO NOT LEAVE THE UNIT TURNED OFF BECAUSE THIS WILL CAUSE MILDEW. Be sure to mop up any excess water on the floor of kitchen. If the refrigerator can be pulled out easily, please make the effort to clean behind it and on the sides.

_____: **Cabinets-** Wash and dry the inside and outside of all base and wall cabinets.

_____: **Walls and counter tops-** all food and other debris should be removed by washing and rinsing.

_____: **Garbage Disposal-**Clean out any foreign objects.

_____: **Floors-**The linoleum floor needs to be free of all black scuff marks by using Soft Scrub. Hardwood floors must be cleaned with vinegar and water. Don't forget to clean the toe kicks under the base cabinets. Waxing is not necessary.

BATHROOMS:

_____: **Tubs and showers-**A non-abrasive cleaner must be used to remove all soap scum. A mildew remover must be used to remove mildew and mold from the walls, ceilings, and grouted areas. (We suggest you use 50% water and 50% bleach to help remove mold and mildew on the ceilings, walls, and grout areas.) When using these chemicals use the bathroom fan. Do not, under any circumstances, use ammonia based cleaner along with chlorine bleach based cleaner. We recommend spraying areas down and leaving for 10 minutes before removing chemicals from surfaces. Always follow manufacturer's recommendations!!!!

_____: **Glass, shower doors and tracks-**Must be free of soap scum, mildew, and debris (particularly in the door tracks).

_____: **Toilets-** The entire toilet inside and outside is to be cleaned with an appropriate toilet cleaner. Seat, underside of the seat, around attachment bolts, and around the base of the stool should be cleaned with an all-purpose cleaner.

_____: **Walls and floors-**All walls and floors must be free of mildew and the entire floor is to be mopped with special attention around the toilet.

_____: **Vanities, medicine cabinets, and mirrors**-Make sure they are all wiped down and cleaned.

_____: **Bathroom**-Clean all fixtures, tub, tile, stool, sink, mirrors, and floor. Clean particularly around base of stool. Clean shower rod, cabinets, and windows.

FLOORS AND CARPETS:

_____: **Floor**-Mop and clean any scuffs on the floors.

_____: **Carpets**- We do provide professional carpet cleaning and this will be automatically deducted from your deposit. Nevertheless, we do ask that you do a light vacuum prior to vacating.

_____: **Walls and baseboards**-Wipe down all walls and baseboards with soap and water.

_____: **Heat Registers**-Wipe down all heat registers with soap and water and run vacuum around the vents.

WOODWORK/WALLS/WINDOW SILLS:

_____: **Remove everything from the walls** (tape, nails, and other hangers. Do not fill holes with toothpaste. Anyone using adhesive backed items such as "stars, planets, and moons" that glow in the dark will be charged a minimum of \$30.00 for the removal of these objects.

_____: **Wipe down** all baseboards, window sills, the tops of double hung windows, and all locations where dust has accumulated throughout your tenancy.

_____: **Windows**-Window tracks and frames are to be vacuumed and cleaned out.

_____: **Blinds and coverings**-must be cleaned thoroughly! This is one of the things most often forgotten.

GENERAL AREAS:

_____: **Yard and common areas**- All tenants will be charged equally for any trash left behind so pick up anything you see.

_____: **Vents/fans** – Remove dust and dirt.

_____: **Trash**-Remove all trash and articles and put it in the dumpster that is provided.

FIREPLACES:

_____: **Fireplaces**-Carefully remove all unburned materials by placing in a plastic bag while taking care not to drop on the carpet. Sweep out the remainder of the ashes.

GARAGES:

_____: **Openers**- Must be left on the kitchen counter top. You will be charged to replace this item if it is not left behind.

_____: **Garage**: Must be swept out and empty from all debris.

STORAGE UNITS:

_____: **Cleaning**-Storage units must be swept out and empty from all debris.

_____: **Locks**-Please remove any personal locks or you will be charged to have it cut off and removed.

FORWARDING ADDRESS:

This address will be used to send ONE CHECK with ALL names on it. **You must be together at the bank in order to cash this check.**

Names: _____

Old address w/ BPM: _____

Forwarding address: _____

Phone number: _____

ATTENTION!!

IF YOU DO NOT WANT TO RECEIVE ONE CHECK TO ALL TENANTS YOU MUST FILL OUT THE PROPER FORM TO RECEIVE ONE OF THE FOLLOWING:

SPLIT CHECKS: All roommates MUST sign the “Security Deposit Split Between Roommates” form. This form must be signed in the office with a BPM employee or in the presence of a notary to be valid. This form can be found on our website www.bpmco.com under the “forms” tab or in the office. If we do not receive everyone’s signature this form will not be valid and everyone will receive one check with all leaseholder’s names on it.

ONE CHECK TO ONE PERSON: If you would like one person to receive the deposit in full and distribute it amongst you, everyone must agree on the person and address to where your check will be sent and fill out the “Security Deposit to go to One Roommate” form in the office with a BPM employee or in the presence of a notary. This form can be found in the office or at www.bpmco.com under the “forms” tab. If everyone does not choose the same roommate and address this form will be invalid. If all signatures are not received this form will be deemed invalid and you will all receive one check with everyone’s names to the address provided above.