

10817 Bluegrass Parkway  
Louisville, Kentucky 40299  
(502) 491-5445

## **MOVING REMINDERS**

To receive a full security deposit, you must restore your apartment/home back to **MOVE-IN** condition.

### **IMPORTANT:**

- Contact L G & E and or Louisville Water Co (*if applicable*) to have the utilities taken out of your name and placed back into the name of the Landlord. **DO NOT HAVE UTILITIES TURNED OFF!**
- You are responsible for the utilities through the last day of your lease.
- Call the office and schedule your Move Out Inspection.

1. The premises must be cleaned and left in Move-In condition.
2. Remove all personal items and trash from the premises.
3. Appliances must be left in clean condition.
4. Toilet(s) must be clean, as well as tubs and showers
5. **DO NOT** unplug the refrigerator.
6. **DO NOT** turn furnace off in winter months. Set thermostat to 60 degrees.
7. **DO NOT** turn air conditioner off in summer months. Set thermostat to 80 degrees.
8. Contact the Post Office *and* our office with your forwarding address.

Refer to the attached “**Move Out and Damage Charge List**” for possible charges that may be incurred. Return all keys to Pivotal Property Services, Inc.

PLEASE NOTE: *Security Deposit will be charged until all keys are returned.  
Please allow 30 to 60 days to process your account.*

*Thank You*



### **Kitchen Cleaning**

- 🍏 Stove - top, drawer, panel, behind
- 🍏 Drip pans – clean or replace
- 🍏 Oven – inside, including racks
- 🍏 Vent hood – including grease filter
- 🍏 Refrigerator – inside, out, under
- 🍏 Refrigerator – shelves, drawers, freezer
- 🍏 Refrigerator – seals, handles
- 🍏 Refrigerator – bottom air vent
- 🍏 Dishwasher – inside, out, behind
- 🍏 Cabinets – inside and out
- 🍏 Sink and fixtures
- 🍏 Windows
- 🍏 Floor – sweep/mop
- 🍏 Wipe wall and baseboards
- 🍏 Replace burned out bulbs

### **Dining Room Cleaning**

- 🍏 Light globes
- 🍏 Fan blades
- 🍏 Floor – sweep/mop
- 🍏 Carpet – vacuum and remove stains

### **Bathroom Cleaning**

- 🍏 Light globes
- 🍏 Tub and shower walls
- 🍏 Toilet
- 🍏 Mirrors
- 🍏 Sinks and fixtures
- 🍏 Vanity/Medicine cabinet, inside and out
- 🍏 Windows
- 🍏 Floor – sweep/mop
- 🍏 Wipe walls and baseboards
- 🍏 Replace burned out bulbs

### **Living Room Cleaning**

- 🍏 Dust blinds
- 🍏 Windows
- 🍏 Floor – sweep/mop
- 🍏 Carpet – vacuum and remove stains
- 🍏 Wipe walls and baseboards
- 🍏 Replace burned out bulbs

### **Bedroom(s) Cleaning**

- 🍏 Dust blinds
- 🍏 Windows
- 🍏 Wipe walls and baseboards

🍏 Wipe walls and baseboards

🍏 Replace burned out bulbs

🍏 Floor – sweep/mop

🍏 Carpet – vacuum and remove stains