

Berkeley Presbyterian Mission Homes

Moving Out Protocol

We are sorry to see you leave BPMH but pray for God's guidance and protection. We hope that you will stay in contact and will visit us one day. We wish you all the best and good health.

I. Notify the Manager

Please notify the manager at least thirty (30) days before your leave. If the notice is less than 30 days, a fee of \$25 will be charged.

II. Change of Address

Please provide your new address and your email address under which you can be reached after the completion of your program. Please change your address at the DMV, financial institutions (Banks, credit cards, etc.), the state/federal institutions, and all other entities that may send you mail or advertisement (Amazon, Costco, Safeway, etc.). First class mail may be forwarded for up to a month within the US.

III. Move-out Inspection

Make an appointment with the manager for your move-out inspection at least three days prior to your move-out date. Provide a written list of items that need repairing or replacing when you make the move-out inspection appointment.

The move-out inspection checks against the move-in inventory on the day of your departure, after your unit is cleared of all personal belongings.

IV. Move-out

On the day of move-out, please return your keys to the manager in a sealed envelope with your name on it. The envelope can also be placed in the red mailbox if the manager is not available.

Any missing keys or items as well as cost for cleaning the unit may be deducted from the security deposits.

V. Cleaning Guide Checklist

Please check off each item after you have finished the cleaning.

Kitchen

- Refrigerator: Defrost and clean thoroughly inside and outside in the kitchen. Roll out the refrigerator and clean underneath. Remove all food items from the fridge and freezer. Leave an open box of baking soda in the inside. Turn the refrigerator on after defrosting and leave it running.
- Stove: Clean inside and out, including oven, drip plates and around the burners (Arm&Hammer oven cleaner recommended).
- Exhaust Fan above Stove: Clean the hood above the stove inside and out.
- Cupboards and Drawers: Wipe out inside with Clorox/Lysol, install new shelf paper if necessary and clean outside of woodwork. Do not leave any sauces, oils, etc.
- Dishes and Pans: Please remove all dishes and pans unless there is an agreement with the next tenant.
- Toaster: Wipe off and clean crumb tray underneath.
- Microwave: Wipe inside and outside. Dish wash the glass plate inside and unplug the microwave.
- Sink: Clean sink, drainboards under the sink. Please remove any stains in the sink or the faucets.
- Floor: Dust mop the floor and then wet mop it (Swiffer Sweeper recommended).
- Hot pads: Please remove any hot pads.
- Leftovers: Please do not leave any paper or plastic bags, newspapers, empty jars, rubber bands, cans, bottles, or perishable food items.

Living and Dining Room

- Floors: Dust mop the floor and then wet mop it (Swiffer Sweeper recommended).
- Rugs: Vacuum the rugs thoroughly.
- Dusting: Remove all dust from all furniture, lamps, and windowsills, along with baseboards incl. decorative molding in cottages.
- Sofa/Chair Cleaning: Clean under cushions with a vacuum cleaner.

Bedrooms

- Floors: Dust mop the floor and then wet mop it (Swiffer Sweeper recommended).
- Rugs: Vacuum the rugs thoroughly.
- Dusting: Remove all dust from all furniture, lamps, and windowsills, along with baseboards.
- Dressers: Wipe clean dresser drawers, install new shelf paper if necessary.
- Beds: Make up beds with clean linen.

Bathrooms

- Tub and Basin: Scour tub and basin with cleaner.
- Shower and Tub Tiles: Clean shower and tub tiles with bleach or Tilex.
- Shower Curtain: Please remove all shower curtains.
- Toilet: Clean the toilet inside (bowl) and outside (bottom and tank) with bleach or toilet bowl cleaner.
- Cupboards/Medicine Cabinet: Remove all your belongings. Clean inside and out.
- Floor: Wet mop, being sure to clean behind the toilet.

Entrance and Porches

- Sweeping: Sweep entrance and porches thoroughly. Clean also the doors inside and out.

Windows and Doors

- Please clean all windows inside and out. Remove all dust, stains and cobwebs.

Notes:

- In general, leave the place in such a condition as you would like to find it when you move in without any additional cleaning needed.
- When washing curtains, blankets and mattress covers, please line dry. Take care not to overload washers.
- We often find that the last week when people leave, they dump a huge amount of garbage. It will help if you can dump your garbage gradually as you go along indoor cleaning process.
- If you know the next tenant, you may talk to them and find out what furniture they are willing to use.
- Furniture in good condition may be donated to the BPMH.
- In case we need to clean after your move out, we will arrange a cleaning service at a cost of \$25 per work hour which will be deducted from your security deposit.

By signing this form, you acknowledge that you have followed the moving-out protocol.

Signature _____

Date _____

Printed Name _____

Unit _____