

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.

IV. Move-out

On the day of move-out, please put your keys in a sealed envelope with your name on it. The envelope can be handed to the manager or left on the table in your bedroom. 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: Remove all your food items from the fridge and freezer. Clean your area in the refrigerator.
- Stove: Clean the stove you have used 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 your dishes and pans unless there is an agreement with the remaining tenants.
- Toaster: Wipe off and clean crumb tray underneath.
- Microwave: Wipe inside and outside. Dish wash the glass plate inside.
- Sink: Clean sink, drainboards under the sink you have used. Please remove any stains in the sink or the faucets.
- 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.

Bedroom

- Floors: Dust mop the floor and then wet mop it (Swiffer Sweeper recommended).
- Rugs: If you have a rug, vacuum it 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.
- Bed: Make up beds with clean linen for the mattress, blanket and cushion.

Bathroom

- Cupboards/Medicine Cabinet: Remove all your belongings. Clean inside and out.

Windows and Doors

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

Notes:

- In general, leave the room and kitchen 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.
- 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 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 _____