

# Century Property Management & Investments, Inc.

Property Management Division  
2300 West Magnolia Boulevard Suite B  
Burbank, CA 91506  
(818) 841-3359

## LETTER OF INSTRUCTION TO DEPARTING RESIDENTS

We are sorry to see that your stay with us will be ending. Please leave your unit as clean as possible in order to avoid any unnecessary charges for cleaning. The cleaning requirements are listed below.

A member of the management staff will do the move-out inspection after you drop the keys to our office at 2300 W. Magnolia Blvd unit B, Burbank, CA 91506

You are expected to move by the day you have stated in your Notice of intent to Vacate in order to avoid any scheduling problems or additional rent charges. To assist us in making refunds due you promptly, we ask that you review the Statement of Security Deposit policies you signed when you moved in and provide us with a forwarding address. You will receive a detailed Statement, copies of any receipts and your refund within 21 days from the date your keys were received in the office. If you have any questions please call the office at (818) 841-3359.

### KITCHEN

1. Clean refrigerator, shelves, crisper and floor under the refrigerator.
2. Clean all cupboards, tile fan and faucet fixtures.
3. Clean range, burners, knobs, oven and drip pans.

### BATHROOMS

1. Clean toilet and toilet tanks.
2. Clean chrome fixtures, fan and mirrors.
3. Wipe insides of medicine cabinet.
4. Clean floor, tile and baseboards.
5. Clean shower, bathtub and grout.

### LIVING ROOM, DINING ROOM & BEDROOMS

1. Vacuum rugs and steam clean the carpets.
2. Clean baseboards.
3. Wipe finger marks and other scuffmarks off walls and doors.
4. Remove picture hanger hooks and fill in nail holes.
5. Wash mini blinds and or wipe drapery rods.
6. Wash mirrors, windows and windowsills. Dust screens.
7. Vacuum and dust closets and shelves. Remove hangers.
8. Clean sliding door tracks.
9. Remove all the boxes, litter and debris from premises.

### OTHER:

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