



MOVE-OUT CHECKLIST



Thank you for giving us advanced notice that you are moving. We appreciate the time you have spent with us and wish you the best of luck in your new home.

Now that you are moving out, your lease/rental agreement requires that you leave your unit in a clean and undamaged condition. We have every intention of returning all of your security deposit as long as you have fulfilled your agreement with us. Landlord will inspect the property using the same inspection template as prior to your move in. Landlord will have the final decision to any repairs necessary and what is to be considered "normal wear & tear."

ALL repairs or maintenance items which need to be conducted to return the home to its original condition is the responsibility of the tenant PRIOR to move out. Any conditions which are not repaired prior to move out will result in charges to the tenant.

MOVE OUT INSTRUCTIONS

General Cleaning:

- Have the property clean throughout the interior and the exterior.
- This also includes vinyl or tile floors, windows inside and out, windowsills and door casings, mini blinds, wiping out drawers and shelves, appliances (oven, microwave, refrigerator, etc.), sinks, toilets, bathtubs, showers, vanities, light fixtures (fan blades), fireplaces, removal of cobwebs inside and out, etc.
- Normal "wear and tear" is not a dirty property.

Carpet Cleaning:

- Carpet cleaning depends on time lived in the property for normal wear and tear, whether you have had pets, and also if the carpet cleaning exceeds normal wear and tear.
- You will be charged 100% at all times, if you have had pets and/or you have soiled carpets exceeding normal wear and tear.
- Carpets will require cleaning. Tenants incur charges if tenant does not have carpets professionally cleaned.
- DO NOT rent machines, use home cleaning machines, or employ chemical cleaning companies. ONLY professional steam cleaning is accepted.
- Call for a recommendation to receive reasonable rates on carpet cleaning.
- If you hire another carpet cleaner, the carpet cleaner must guarantee their work to the satisfaction of Landlord and/or Landlord's Agent, and a receipt is required during the walk through inspection.
- Tenants please note: Landlord will not reimburse for any carpet cleaning contracted by tenants.



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Draperies:

- Do not wash draperies.
- You are not expected to dry clean draperies unless:
 - You have caused excessive soil or allowed water damage from open windows.
 - You have not been using the draperies provided and/or have not kept them in good condition

Replace:

- Light bulbs, filters, smoke detector batteries, door stops; these items must be IN PLACE and WORKING to avoid charges.

Pest Control:

- If you have a pet, a professional flea treatment is required prior to move out.
- If a property is found loaded with ants, spiders, cobwebs, etc., you can incur pest control charges.

Landscape:

- The outside area is to be neatly mowed, trimmed, pruned, fertilized, and watered for outside areas that apply in your rental contract. Remove all trash, debris, and grease.
- Pick up any animal droppings whether you have an animal or not.

Trash:

- If you have trash that exceeds the normal pickup, you are to arrange to have it hauled away at your expense.
- Place all other trash within the appropriate trash receptacles for normal trash removal.

Painting:

- We request that you do not spackle, putty, or touch up paint unless sure the paint will match.
- Charges can occur if unnecessary painting is required due to tenant painting.
- Charges for painting depend on whether it exceeds normal wear and tear, and the length of time in the property.

Utilities:

- Do not disconnect any utilities until a date is coordinated with the landlord or property management
 - You will be charged for any reconnection fees if this is done before coordination
 - If the utilities go unpaid before moving out, the balance will be taken out of the deposit.

Security Deposit:

- Please provide landlord with the forwarding address and name of the tenant that will be collecting the security deposit.
 - If this is a joint lease, the tenants are responsible for splitting the returned deposit.

Secure the Property!

- Upon leaving, please be sure to fully secure the rental by locking all windows and doors.
- Keys and garage door openers need to be labeled and left on the kitchen countertop
 - Any keys that are missing, a fee may be charged. Please reach out to the Landlord or Property Management if any questions arise!

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Forwarding Address Information:

Average Security Deposit Deduction Costs

Description	Average Estimated Cost to Replace/Repair/Clean
CLEANING COMMON AREA	\$60+
CLEANING BEDROOM	\$50+
CARPET CLEANING COMMON AREA	\$75+
CARPET CLEANING BEDROOM	\$75+
CARPET STAIN REMOVAL	\$20/STAIN \$45/COLORED STAIN
FULL PAINT COMMON AREA	\$200+
FULL PAINT BEDROOM	\$100+
TOUCH UP PAINT COMMON AREA	\$125+
TOUCH UP PAINT BEDROOM	\$75+
OVEN DRIP PANS	\$35+
SMOKE DETECTORS	\$20 EACH



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Average Security Deposit Deduction Costs

Description	Average Estimated Cost to Replace/Repair/Clean
WINDOWS BROKEN	\$150+
HOLES IN WALLS	\$15+
SHEETROCK DAMAGE	\$35+
REPLACE TILE FLOOR	\$50+
TRASH OUT (REMOVAL OF TRASH LEFT IN/AROUND UNIT)	\$25 PER BAG
REPLACE DOORS	\$150+ (INTERIOR) \$250+ (EXTERIOR)
CARPET REPLACEMENT	\$250+ PER ROOM
REPLACE LAMINATE FLOORING	\$300+ PER ROOM
KEY REPLACEMENT	\$75+
GARAGE REMOTE	\$50+
WINDOW BLINDS REPLACEMENT	\$50+ EACH
VERTICAL BLINDS REPLACEMENT	\$150+ EACH
WINDOW SCREENS	\$40 EACH
REPLACE MICROWAVE	\$300+



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Average Security Deposit Deduction Costs

Description	Average Estimated Cost to Replace/Repair/Clean
REPLACE REFRIGERATOR	\$600+
REPLACE WASHER MACHINE	\$500+
REPLACE DRYER	\$400+
CEILING FAN	\$80+
FAN BLADES	\$25 EACH
FAN GLOBE REPLACEMENT	\$45+
TOWEL BAR	\$20+
SHOWER CURTAIN ROD	\$40+
SHOWER HEAD	\$15 EACH
MIRRORS	\$65 EACH
LIGHT FIXTURES	\$60 EACH
FLEA TREATMENT	\$200
REPLACE DRAWERS	\$100 EACH
REPLACE CABINET DOORS	\$200 EACH
GARAGE DOOR REPAIR	\$200+



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Average Security Deposit Deduction Costs

Description	Average Estimated Cost to Replace/Repair/Clean
LAWN SERVICES	\$60+
REPLACE TOILET SEAT	\$35+
REMOVE DECAL	\$15+
REPLACE GFCI OUTLET	\$60+
REPLACE OUTLET COVER	\$10+
REPLACE DOOR STOP	\$5+

** DISCLAIMER: THESE ARE AVERAGE PRICES ONLY. WE DO NOT EMPLOY ANY CLEANING OR MAINTENANCE TECHNICIANS, BUT CONTRACT WITH LOCAL COMPANIES FOR ALL SERVICES, SO COSTS MAY VARY. THESE COSTS CAN CHANGE AT ANY TIME, ARE DRIVEN BY THE MARKET, AND IN NO WAY REFLECT AN INVENTORY IN YOUR PARTICULAR UNIT.

