



Move-Out Information Packet

Revision Date 04/02/2024

This packet is designed to inform you on the process of moving out of your home. This packet will explain how to communicate with Property Management in order to help make your move-out as smooth and stress free as possible. This packet provides a chronological list of events and tasks for Management and Resident to complete during the move-out process. Included is a detailed cleaning list on where to focus your efforts to return the property in move-in condition, as agreed to at Move-in, the goal is for you to have a clear understanding of your responsibilities so that you can receive maximum security deposit refund while helping reduce the vacancy period.

We have Residences that have been with us in different properties as their housing needs change. Please contact us to inquire about any vacancies or upcoming vacancies we may have that better fit your new housing needs.

If however you have decided you want to move from our property, we hope we have earned the respect of you as one of our valued Residents. If you decide to move, please follow the chronological list of events listed below.

10-Step Move-Out Process in chronological Order

#1) Date _____ Submit your Resident Notice of Intent to Vacate form to our website. This document was provided to you at Move-In. Go to rentfromanbro.com and the form is available to fill out and submit.

#2 Date _____ Anbro Management will send out a "Preliminary Move-Out Inspection Letter" and "Move-Out Information Packet" (the form you are reading now). This packet was provided to you at Move-In, but in case you have misplaced this form, we are sending it to you as a reminder.

#3 Date _____ The "Preliminary Move-Out Inspection Letter" will inform you that Anbro Management will be contacting you via email or phone call to schedule the following events:

- Discuss and confirm a specific final move-out date
- Preliminary Move-Out inspection and review (approximately 14 days prior to final move-out date).
- Schedule a bed bug inspection with Burt's Pest Control (Prior to bedding removal and as close to final move-out date as possible).
- Resident to notify Utility companies to discontinue services the day after final move-out. This should be done at least 10 days prior to the final move-out date to ensure the Utility Company can schedule properly.
- Management will notify Utility companies to start service in our name on the day after the final move-out date

_____ (initial)

#4 Date _____ Anbro Management to conduct the Preliminary Move-Out Inspection and provide the Preliminary Move-out Inspection report to Resident. (Approx. 14 days prior to final move-out).

- Management will review pictures with Resident which were taken at move-in, and provided to Resident at move-in, to establish a baseline condition of the property. Remember the move-in pictures were taken and mutually agreed to by Resident and Property Management as the true and accurate move-in condition of property.

#5 Date _____ Resident will use the Preliminary Move-out inspection report along with this Move-Out Information Packet to make the necessary repairs and cleaning.

- Resident follow the Move-Out cleaning list provided below

#6 Date _____ Contact Property Management if repairs and cleaning assistance is needed. We may be able to provide assistance with sub-contractors who can do the repairs and cleaning for less than we will need to charge if not completed before final move-out.

#7 Date _____ Contact Utility Companies to ensure and confirm utility transfer date. (day after final move-out)

#8 Date _____ Black Diamond bed bug inspection and report.

#9 Date _____ Final Move-Out Inspection, review pictures from move-in (if needed)

- Final move-out inspection report signed by Resident and Management. Copy provided to Resident.

#10 Date _____ Keys returned to Management and the "Relinquish of Possession" form signed by Resident and Management.

- Forwarding address for Resident recorded on the front binder cover sheet

Forwarding Address:

_____ (initial)

MOVE-OUT CLEANING CHECKLIST

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By cleaning yourself, you can save the \$45 per hour our crew will charge after you have moved out.

Moving and cleaning are 2 separate tasks. After you have moved out your belongings, plan on spending at least 1 hour per room cleaning. The Resident is responsible to bring the home back to a clean, fresh, move-in condition.

Remember, this is YOUR dust and dirt you are cleaning.

____ (initial) Resident is responsible to return the property in “move in condition”, same as when given possession.

Management requires a “preliminary move-out walk thru” to check for damages and cleanliness. Management will provide a written Preliminary Move-Out inspection report to advise the tenant on what to do in order to receive a maximum security deposit refund. Management will schedule the Preliminary move-out inspection 14 days prior to final move-out.

Notice: Unrepaired damages and inadequate cleaning will be completed by Management after move-out at the prices shown on PAGE 3 of this packet. If the cost of repairs and cleaning exceed the security deposit then Management will seek reimbursement by all legal remedies possible.

The following checklist should be used to bring the cleanliness of home back to move-in condition.

Cleaning Checklist (Caution- wear rubber gloves when handling most cleaning supplies.)

Please follow this list of items when preparing the property for final move-out inspection.

____ Clean Window glass and frames inside and out. Clean the inside of the window sill by raising lower sash and wiping out sill from dirt and debris. A good window cleaner and paper towels work best.

____ Wipe down the Inside and outside of front and back doors. Use a mild solution of Simple Green, Awesome and a soft towel or rag. Please do not use scrounge pads due to the change that would be made to the painted surfaces.

____ Wipe down both sides of interior doors and trim with a mild solution of Simple Green or Awesome and a soft towel or rag. A MILD dilution should work well without affecting the finish on doors, baseboards and casing.

____ Wipe all marks off the walls with a mild solution of Simple Green or Awesome and a soft towel or rag,

____ Remove all nails, DO NOT PATCH.

____ Mop vinyl and tile floors with a mild solution of Mr. Clean. A dilution of 1 part to 3 parts water should be plenty strong. Use a microfiber or sponge mop. Do not get over wet. instead rinse mop out often to keep mop clean and just damp. Over wetting the floor could cause damage to flooring or subfloor.

____ All carpeting should be vacuumed and then professionally shampooed by only management's designated company as shown on the CONTACT page. Rental machines and other companies are not approved and will not count toward the required exit cleaning. No other shampooers will be accepted. Home style and rental shampoo machines are good for everyday clean-up but are not strong enough to deep clean the carpet, especially when pet hair and dander are involved

____ Clean all blinds and wash.

____ Clean all light fixtures throughout the unit and replace any burned out bulbs with bulbs of the same style and quality.

Kitchen:

____ Wipe down Inside and outside of range hood with a mild solution of Simple Green or Awesome and a soft towel or rag.

____ Stove: run the SELF CLEAN cycle. Do NOT use spray oven cleaners on self- cleaning ovens. If not a self- cleaning oven use a good oven cleaner and follow directions on the can.

____ Clean Stove: under elements, pan drawer. Ammonia and water solution helps remove oil and grease.

____ Cabinets and Drawers wiped clean. A warm water and Murphy's oil soap solution works well.

____ Clean sink and counter tops (last) Ammonia and water solution works very well

____ (initial)

MOVE-OUT CLEANING CHECKLIST CONTINUED

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Bathroom(s):

- _____ Wipe down and wash tile around a tub if applicable. Spray bleach on white grout.
- _____ Wipe down Bathtub and surround. Ammonia and water solution works well.
- _____ Wipe down toilet, Ammonia and water solution works well
- _____ Wipe down vanity top, sink and faucet. Glass cleaner and soft towel or rag to prevent damage to surfaces.
- _____ Wipe down Inside and outside of the medicine cabinet. Glass cleaner and paper towels work well.
- _____ Clean Mirror. Glass cleaner and paper towels work well.
- _____ Floor. Use cleaners mentioned above on flooring
- _____ Do not use powdered cleansers or scouring pads on chrome, sinks, or plastic/fiberglass tubs.
- _____ Vinegar or Lime Away can remove hard water film and build-up.
- _____ All trash must be removed from the premises.

Do not leave anything behind--that includes bags of garbage, clothes, food, newspapers, furniture, appliances, dishes, plants, cleaning supplies or other items. Anything left behind will be considered abandoned and disposed of at our labor rate. **Do not leave any big items such as furniture, mattresses, boxsprings, etc. on the street or by provided dumpsters.** If you have usable items, local thrift stores will provide a receipt as a charitable donation.

Once you have made needed repairs, cleaned your home and removed all your belongings you are ready for the Final Inspection walk-through and to return all keys. All utilities must be left in service until the day after the Final Inspection and return of keys.

_____ (initial) General labor for cleanup and repairs due to Resident negligence: **\$45.00 per man, per hour, plus material costs, disposal costs, and mileage.**

Management is not responsible to determine who caused any damage. The Resident is responsible to clean and protect the home.

Residents are responsible to maintain heat in the home to protect water pipes from freezing. Failure to do so may result in large plumbing repair bills to the Resident.

Frozen pipes generally take a few days of waiting for pipes to thaw before repairs.

ANIMAL DAMAGE: The Non-Refundable Animal Registration Fee does not cover damages by animals such as scratches, gouges, tooth or nail marks, flea treatment, feces clean up, carpet stains, carpet replacement, odor treatment, etc. Animal owners are still required to pay for animal caused damages. Animal owners are expected to clean up or pay for repairs just as they would after a child or other occupant.

Animal ownership requires additional cleaning or repair on the part of the Resident.

The list below are the prices Management will charge to the Resident for items not completed prior to move-out.

_____ (initial)

Stove cleaning	50
Refrigerator Cleaning	65
Sink, counters cleaning	30
Microwave cleaning	20
Range hood cleaning	20
Vacuum, Sweep, Mop each room	65
Cabinet cleaning	175
Cabinets, repaint	550
Unclog sink drain	75
Unclog toilet	125
Toilet cleaning	25
Sewer clean out	400

Trash pick-up, per hour, per man	45
Trash hauling, per load	200
Roach / flea treatment	200
Medicine cabinet cleaning	35
Mow, small lawn each time	75
Mow, large lawn each time	125
Bushes, trim, each	75
Toilet seat replacement	65
Tub/shower cleaning	55
Attorney fees – estimate per hour	350
Deliver/post summons	35
Painting, per normal room	425

Nail holes (allow 5 brads per room)	25
Remove stickers, each	35
Drywall hole / rebuild	110
Drywall dent repair	35
Paneling repair	175
Carpet shampoo, per room	100
Carpet stains, each	50
Carpet, remove, replace per Sq. Ft	8.5
Carpet repairs, each	200
Carpet, treat for pet odor	175
Door – replace interior	600
Door – replace exterior	999
Storm door, alum. – replace	550
Storm door, alum. Replace panel	250
Sliding patio screen and frame	300
Glass broken, per pane	250
Screen, replace, average size	85
Screen frame, alum.	100
Screen, replace patio slider	225
Window lock	55
Door bumpers	15
Miniblind, replace average	55
Lock, or Deadbolt, exterior	15
Lock / knob, interior	65
Keys, each	10
Mailbox key	20
Smoke Detector, hard wired	75
Smoke Detector, battery style	75
Smoke Detector battery	15
Light fixture, basic	100
Light shade, basic	50
Light bulbs, LED each	20
Switch / socket plates	20
Towel bar	75
Mirror in medicine cabinet	350
Shower curtain rod	75
Window cleaning, each	45
Aquarium removal, small	100
Aquarium animals relocated	250
Remove couch or appliance	200
Remove mattress	150
Abandoned animal handling	250
Unlicensed vehicle handling	250
Sewer bill payment to avoid lien	actual bill
TV dish attached to house	350
Trees damaged, minimum each	200
Bushes damaged, minimum each	100

_____ (initial)