

## **MOVE-OUT CHECKLIST AND CHARGES**

**Put it in writing** – Before notice is accepted by management, it must be put in writing. The notice must include the date you anticipate having the property ready for a move-out inspection and where you are moving to (even if you do not have a forwarding address, list the city and state where you are relocating). Notice must be one full calendar month (1<sup>st</sup> through the end of month) and delivered in writing or by certified mail to our office.

**Marketing during the notice period** - The property may be listed for sale or rent. The most probable showing hours are from 9:00am to 6:30pm. The property must be available and in good showing condition during this marketing time. Illness and birthday parties are acceptable reasons for rescheduling a showing. Inconvenience, out-of-town guests and no one home are not acceptable reasons to reschedule. Your home telephone will be called at least 48 hours before showing. You will also be sent 48 hours written notification to your given e-mail. If there is no answer or answering system or you do not respond, we will send a certified letter notifying you of the date & time of the showing. If permission is given, we will call your work number. Extra effort is expected in keeping the yard neat and the house clean during marketing.

Minimum showing conditions:

1. All beds made and rooms neat.
2. Floors are recently vacuumed; clutter free, especially no piles of dirty clothes.
3. Kitchen and baths are clean; sinks are clean and empty.
4. Walls are clean and unmarred.
5. Pets are out of the way, litter boxes are clean and odor free.
6. TV is off or on low so as not to be intrusive.
7. Yard is mowed and trimmed and in good condition.
8. Blinds/curtains are open and home is well lit (when possible).

The better the home shows, the more likely it will sell or rent quickly. The faster a new resident is found, the less you will be bothered by showings. A home that shows well benefits everyone.

**Move-out inspection** – It is your responsibility to schedule your move-out inspection. Please schedule as early as possible, especially if you are moving out of state or during the last week of the month. Asking for a same day inspection is impossible, as the property managers have a full schedule. You are requested to be present, but please do not follow the manager through the house. We give you the privilege of completing your initial report without Management looking over your shoulder; please give us the same consideration. If you are not present, Management's report is final.

1. Inspections are made from 9:00am-4:00pm Monday through Friday. Please do not plan on an inspection to be made on weekends or holidays. They take up to an hour, depending on the size of the home.
2. All utilities are to remain on for 72 hours after the inspection. This enables you to have utilities for any additional work if all is not acceptable the first time through.
3. Inspections are made only after you have completely vacated the unit, carpets have been professionally steam cleaned and dry (receipt required), yard is mowed, landscaping clean and trimmed, all trash is hauled off, and you are ready to turn over keys at the time of the inspection. Please refer to "YOUR SECURITY DEPOSIT *Here's How to Get It Back!*".
4. A room-by-room check will be made, including interior, exterior, grounds, appliances, windows, curtains, blinds, etc.

5. A re-inspection fee of \$50.00 will be charged for each return trip that is required after the first appointment. If the Inspector arrives for the appointment and the house is not ready and/or the utilities are not on, the inspector will leave. You will be charged for all subsequent trips.

**Breaking the Lease** – If you should break your lease, you will be responsible for all costs incurred in securing a new tenant in addition you will also be charged a \$300.00 break lease fee.

1. We will work diligently with you to reduce your costs should you break your lease. If you find you have to move before the end of your lease, we will market the property promptly after we receive the Owner's approval. You must pay a full month's rent for every month until a new tenant is secured and the new lease begins or until your lease terminates. **When the new tenant moves in, your obligation may cease depending on their lease.** You agree that in the event we secure a new tenant lease you will release possession of the property to us one full week prior to the new tenant lease beginning date and at that time we will perform the move-out inspection. You agree to release possession of the property to us maintained, cleaned and move-in ready according to the Management move-out expectations referred to in "YOUR SECURITY DEPOSIT *Here's How to Get It Back!*". You may be charged for all damages in the event the new lease is cancelled due to our inability to provide timely possession to the new tenant.
2. Forfeiture of your security deposit does not excuse you from other obligations of the lease. You must follow all procedures for marketing, cleaning, and checkout.
3. Following is a list of the most common charges for breaking a lease. These are some, but not all of the possible charges:
  - Rent until the new lease takes effect or your lease expiration date
  - Landscape Maintenance (you need to arrange for that before leaving)
  - Utilities (you must keep them on in your name until notified of a new tenant)

**Return of the security deposit** – THE SECURITY DEPOSIT MAY **NOT** BE USED AS THE LAST MONTHS'S RENT!!!!!!

1. The security deposit will be refunded in one check made payable to all tenants within **14 business** days of your final move-out inspection or when management obtains possession. Possession occurs when keys are returned to the office and/or manager. Leaving keys in the property is not considered delivering possession.
2. Following are the requirements for a full refund:
  - Have given a written 30-day notice prior to vacating.
  - Have left the premises clean, undamaged, and followed all check out procedures in the lease. Please refer to "YOUR SECURITY DEPOSIT *Here's How to Get It Back!*"
  - Have paid all charges and rents due.
  - Have provided a forwarding address and telephone number.
  - Have an acceptable move out walk-through.

## **YOUR SECURITY DEPOSIT**

*Here's how to get it all back!*

The reason for a Security Deposit is to assure that a resident takes reasonable care of his/her use of a rental property. Reasonable care means that the property should be returned to the owner in nearly the same condition as it was when it was originally rented. Please remember that all damage not reported on the Move-In Inspection Report will be charged to you. That assumes that the resident will need to spend some time and effort in cleaning and repairing the property prior to vacating so that the owner can re-rent it quickly. The owner much prefers returning your Security Deposit for a clean unit to using some of the Security Deposit to have the unit cleaned.

The following is a list of those items that Management expects the resident to complete for a full return of the Security Deposit:

**Walls** - All walls are clean and unmarred. (Home interiors are not always fully painted between residents.) All holes from hanging pictures properly spackled, sand, and repainted with matching color and sheen. If, for instance, a bedroom wall has been badly marked, it is not usually necessary to paint the entire bedroom. Painting of that one wall with closely matching paint will cover the marks and greatly improve the appearance of the bedroom. Call Management for correct paint type and color. It is not Management's nor Owner's responsibility to provide paint.

**Woodwork** - Woodwork, such as doors, doorframes, shelving and baseboards must be washed and clean of dirt, dust, fingerprints and smudges.

**Floors** - All floors must be swept and mopped clean after the residence is empty. This includes under the free standing oven/range, refrigerator, washer and dryer if any.

**Carpet** - All carpet must be professionally cleaned after the residence is empty. Spots, stains and soiled areas must be properly treated when cleaned. Receipt Required. Contact Management for recommended companies.

**Kitchen** - Sink and faucets must be properly scoured clean and free of calcium deposits. Stovetop units must be washed and free of grease. Free standing Oven/Range if any, or Oven must be cleaned and free of grease and splatters including sides. Countertops, shelves, drawers and cabinet doors must be grease and debris free and wiped clean. Refrigerator, if any, must be washed clean inside and out including top and sides. Dishwasher, if any, must be clean inside and out. Stove hood and microwave, if any, must be washed clean and free of any grease.

**Bathrooms** - Sink, faucets, and countertops must be properly scoured clean and free of calcium deposits. Light fixtures and bulbs, Medicine cabinets, shelves, vanity cabinets, drawers and mirrors must be wiped clean. Shower and tub must be properly scoured clean of dirt, black mildew and soap, including soap tray and window if any. Toilet must be scoured clean of any deposits or stains, including the base, bowl and seat areas.

**Windows and Window Coverings** - All window and sliding glass doors must be washed clean, inside and out. Window and door tracks must be vacuumed clean of dirt, insects, etc. All window coverings including mini blinds, shutters, and rods and drapes must be dust and grease free. Any damaged window screens and window coverings must be replaced.



<input type="checkbox"/>	Clean fireplace	\$ 50.00
<input type="checkbox"/>	Clean greasy parking area	\$100.00

<input type="checkbox"/>	Rescreen window screen	\$ 50.00
<input type="checkbox"/>	Replace window screen	\$ 65.00

### Flooring

<input type="checkbox"/>	Remove carpet stains	\$100.00
<input type="checkbox"/>	Deodorize carpet	\$150.00
<input type="checkbox"/>	Repair carpet (per room)	\$100.00
<input type="checkbox"/>	Repair hardwood flooring	\$100.00
<input type="checkbox"/>	Refinish hardwood flooring (room)	\$300.00
<input type="checkbox"/>	Repair linoleum	\$ 75.00
<input type="checkbox"/>	Replace kitchen linoleum	\$500.00
<input type="checkbox"/>	Replace bathroom linoleum	\$250.00
<input type="checkbox"/>	Repair floor tile	\$175.00
<input type="checkbox"/>	Replace kitchen floor tile	\$350.00
<input type="checkbox"/>	Replace bathroom floor tile	\$250.00

### Walls

<input type="checkbox"/>	Remove mildew and treat surface	\$ 25.00
<input type="checkbox"/>	Cover crayon marks	\$ 25.00
<input type="checkbox"/>	Repair hole in wall	\$100.00
<input type="checkbox"/>	Remove wallpaper	\$150.00
<input type="checkbox"/>	Repaint (per wall/door/ceiling)	\$150.00
<input type="checkbox"/>	Repair nail holes (each hole!)	\$ 25.00

### Doors

<input type="checkbox"/>	Repair hole in hollow core door	\$250.00
<input type="checkbox"/>	Repair forces door damage	\$150.00
<input type="checkbox"/>	Replace door (inside)	\$200.00
<input type="checkbox"/>	Replace door (outside)	\$450.00
<input type="checkbox"/>	Replace sliding glass door (single)	\$300.00
<input type="checkbox"/>	Replace sliding glass door (double)	\$700.00
<input type="checkbox"/>	Rescreen sliding door screen	\$100.00
<input type="checkbox"/>	Replace sliding screen door	\$250.00
<input type="checkbox"/>	Replace garage door remote	\$ 65.00
<input type="checkbox"/>	Replace interior door knob	\$ 25.00

### Electrical

<input type="checkbox"/>	Replace light bulb	\$ 3.00
<input type="checkbox"/>	Replace light fixture globe	\$ 20.00
<input type="checkbox"/>	Replace ceiling fan/light fixture	\$150.00
<input type="checkbox"/>	Replace electrical outlet/switch	\$ 25.00
<input type="checkbox"/>	Replace electrical cover plate	\$ 5.00

### Locks

<input type="checkbox"/>	Replace door key	\$ 25.00
<input type="checkbox"/>	Replace cylindrical door lock	\$100.00
<input type="checkbox"/>	Replace deadbolt lock	\$100.00
	Re-Key	\$200.00

### Miscellaneous

<input type="checkbox"/>	Replace refrigerator shelf	\$200.00
<input type="checkbox"/>	Replace stove/oven knob	\$ 30.00
<input type="checkbox"/>	Repair ceramic tile	\$ 75.00
<input type="checkbox"/>	Replace ceramic tile countertop	\$450.00
<input type="checkbox"/>	Repair laminate countertop	\$200.00
<input type="checkbox"/>	Replace laminate countertop	\$400.00
<input type="checkbox"/>	Replace Mirror	\$150.00
<input type="checkbox"/>	Replace medicine cabinet	\$150.00
<input type="checkbox"/>	Replace towel bar	\$ 25.00
<input type="checkbox"/>	Replace shower curtain rod	\$ 30.00
<input type="checkbox"/>	Replace shower/ tub enclosure	\$750.00
<input type="checkbox"/>	Repair porcelain	\$200.00
<input type="checkbox"/>	Replace thermostat	\$125.00
<input type="checkbox"/>	Remove junk and debris	\$200.00

\*Average whole house cleaning \$350.00

\*Average whole house carpet cleaning \$250.00

\*Average whole yard cleaning \$200.00