

MOVE OUT PROCEDURES & REPAIR FEES

1. Submit Move-Out Notice See next page for Move-Out Notice

2. Clean the unit

If you move out of the home please use this checklist to insure a smooth move out and correct and fair charges. Any expenses associated with returning the condition of the Home to its move-in condition, as stated and agreed to in the **Inspection of Home Condition Report** will be deducted from your security deposit. What your security deposit does not cover you will be charged and required to pay.

1. ___ If not already done so on your *Notice To Vacate* form, schedule the move-out inspection 5 days in advance.
2. ___ All floors swept, vacuumed, washed, and waxed.
3. ___ All walls & ceilings dusted down & all dirt, smudges, grease, cigarette stain washed off
4. ___ Wash down all baseboards, woodwork, and windowsills.
5. ___ Clean and wash all light fixtures. Dust ceiling fans. Change filters.
6. ___ Bathroom; thoroughly clean all fixtures-toilet(s), bathtub(s), showers, sinks, cabinets.
7. ___ Kitchen; clean, wash inside & outside, removing all dirt & grease including kitchen sink & fixtures
8. ___ Keep all utilities on until day after your move-out inspection is complete.
9. ___ Clean behind & between stove and refrigerator area and all storage areas, pantry, porch areas.
10. ___ Sweep & wash hallway floors and dust hallway walls.
11. ___ Vacuum & clean carpets.
12. ___ Clean closets, shelves, & rods wiped down.
13. ___ Clean all windows, storms, screens, and return them to their proper place.
14. ___ Remove all items from attic, crawlspace, basement, yard, shed, garage, etc.
15. ___ Lawn, driveway, garage, outbuildings, to be free of all trash, rubbish, and personal Home.
16. ___ Perform any applicable lawn maintenance according to your lease agreement. Lawn trimmed and cut properly, including removal of leaves and other debris.
17. ___ Remove all trash and personal belongings from premises (inside and outside). DO NOT PILE up garbage at the curb.
18. ___ Remove all garbage from Home before your inspection.
19. ___ Turn in mailbox keys.
20. ___ Turn in garage door openers
21. ___ Do not remove phone jacks, picture hooks, or curtain rods and brackets.
22. ___ All keys are to be returned to staff or as instructed. Your rent continues until we are in receipt of ALL keys.
23. ___ LIGHT BULBS - ALL light fixtures are to have working light bulbs in ALL bulb sockets.
24. ___ Smoke alarm(s) will be in working order with good battery.
25. ___ General; The entire dwelling, appliances, closets, cupboards are clean and free from insects, the refrigerator is defrosted, all debris and rubbish have been removed from the Home.
26. ___ A forwarding address has been left with the Landlord. Resident must notify Landlord in writing of a forwarding address where Resident will receive mail after Resident's move. Make sure you provide us with your forwarding address so that we know where to mail your security deposit.

NOTICE TO VACATE *Just mail this in with your payment*

Please consider this my notice to **VACATE** our home located at:
_____ (address)

My reason for leaving is: _____

My last day in the home will be on the _____ day of _____, 20____, so the very next day the home will be vacant, clean and ready for our final Move Out Inspection walk thru together.

Please Return Deposits to my new address: _____

New phone numbers: _____ work: _____ other: _____

Please circle one: ***I would like to request a reference from you.*** ↑ ***I do not need a reference***

REPAIR FEES

CARPENTRY:	
REPLACE DOOR –Exterior steel entry	\$290.00
REPLACE DOOR –Interior	\$145.00
REPLACE DOOR knobs – interior	\$35.00 each
REPLACE DOOR stopper	\$9.00 each
REPLACE GARAGE door opener	\$50.00 each
REPLACE GARAGE overhead door	\$750.00 each
REPLACE KEYS – not turned in	\$10.00 each
REPLACE LOCK - deadbolt or knob lockset	\$50.00 each
REPLACE STORM DOOR closure or stop chain	\$20.00 each
REPLACE STORM DOOR	\$220.00
REPLACE WINDOW GLASS	\$45.00 each
REPLACE WINDOW Treatment	\$17.00 each
REPLACE WINDOW	\$290.00 each
REPLACE WINDOW SCREENS	\$40.00 each
FLOORING:	
REPLACE CARPET	\$As charged
CARPET Cleaning	\$67.00/room
REPLACE FLOOR TILE – vinyl or ceramic	\$32.00 each
HARDWOOD refinish	\$400.00/room
GENERAL:	
AIR FILTER dirty or missing air filter	\$30.00 each
ANTENNAE/Satellite–removal and sealing	\$230.00 each
REPLACE APPLIANCE	\$500.00 & up
SMOKE ALARMS and FIRE EXTINGUISHERS	\$45.00 each
UTILITIES disconnected - gas, water or electric	\$25.00 each
LAWN SERVICE - Lawn needs cut and trimmed	\$50 per cut \$40/hr+disposal
HAZARD WASTE REMOVAL – oil, gas, tires	\$300/ load
TRASH - Debris removal interior or exterior	\$300/ load
CLEANING- Home, driveway, garage	\$As Charged

PLUMBING:	
REPLACE FAUCET	\$120.00 each
REPLACE TOWEL BAR	\$15.00 each
REPLACE SHOWER HEAD	\$50.00
REPLACE SHOWER ROD	\$15.00
REPLACE Medicine cabinet	\$85.00
REPLACE Tub/shower enclosure	\$195.00 & up
REPLACE Toilet	\$180.00
REPLACE Toilet tank lid	\$27.00
REPLACE Toilet seat	\$25.00
REPLACE garbage disposal	\$120.00
REPLACE knob pulls	\$2.00
SNAKE toilet, drain lines, sewer	\$175 each
ELECTRICAL:	
REPLACE CEILING FAN	\$195.00
REPLACE COVER PLATES	\$14.00 each
REPLACE Outlet or Switch	\$40.00 each
REPLACE LIGHT BULB	\$2.00 each
REPLACE LIGHT fixture globe	\$22.00 each
REPLACE LIGHT Fixtures	\$65.00
REPLACE THERMOSTAT	\$95.00
WALLS:	
HOLES size larger than 1”	\$25.00 each
HOLES larger than 1”	\$35.00 each
PAINTING – interior wall or ceiling	\$200.00/rm
TRIM repair	as charged
REMOVE MILDEW and treat surface	\$225.00
EXTERMINATION:	
Fleas	\$350
Cockroaches	\$450

NOTE: Schedule costs are based on Management's familiarity with the above repairs/services. Resident may be charged more or less depending on severity of conditions, labor availability and other surrounding circumstances such as trip charges, cost of materials and cleansers. Items not on the list will be charged on a "cost plus labor" basis. Fees that are not collected from Resident will be forwarded to an attorney and/or collection agency for court recovery.