



## Move-Out Procedures

It is stated in your lease to leave the rental unit in the same condition as when you moved in. Below is a checklist of items that must be taken care of to maintain compliance with the terms of the lease. Charges for non-compliance are listed respectively and are not all-inclusive. These charges may be deducted from the security deposit.

1. Please leave rental keys on the kitchen counter and lock up all exterior doors before leaving unit.
2. Call utility companies and end or transfer service, effective the day you move out.

**Do not disconnect the utility services.** A fee will apply when services are disconnected.

3. Set all thermostats to 55 degrees if moving out during the winter months.
4. Leave a forwarding address in to receive your security deposit.
5. The security deposit, less any amount for damage or non-compliance, will be returned to you within 30 days of your move-out date. A list of all or any damages and the charges taken from the security will be mailed to you.

**6. Charges unpaid after 30 days of receipt will be sent for collection.**

## What is Expected Upon Move-Out

Tenants are expected to clean the unit thoroughly with attention to the following areas:

- Clean kitchen cabinetry – inside and out
- Clean all counters and sinks – bathrooms and kitchens
- Clean tubs, showers, toilets and mirrors
- Wipe down all dirty walls, trim and doors
- Wipe down dirty switch/outlet coverplates
- Clean windows throughout – inside only
- Clean all appliances – inside and out
- Vacuum all carpeted floors
- Shampoo carpeted floors if there was a pet
- Mop all wood, vinyl and tile floors
- Sweep all porch stoops and decking
- Sweep basement
- Replace all missing or burnt out lightbulbs
- Replace all missing smoke detectors and batteries
- Remove all trash and belongings from house, basement, attic and yard
- Remove all screws, nails and command strips from walls
- Mow lawn
- Return rental keys and garage door openers
- Remove all satellite dishes
- Remove all window curtains
- Inform the office that you have completely moved out

## Move-Out Charges for Non-Compliance

<u>Item</u>	<u>Charges</u>
Kitchen appliances (stove/refrigerator/dishwasher) cleaned	75.00 each
Washer/dryer cleaned	75.00/pair
Kitchen cabinets cleaned	100.00
Bathroom(s) cleaned	100.00 per room
Windows cleaned	20.00 per window
Carpet vacuumed	50.00 min.
Vinyl floors swept/mopped	50.00
Laminate, sidewalks and porch swept	35.00
Carpet(s) shampooed (stain and odor removal)	175.00 min.
Ceramic or VCT tile/grout cleaned due to grease and neglect	100.00 min.
Walls needing patched due to excessive and/or large holes	75.00 per hole
Lightbulb replacements	10.00 per bulb
Smoke detector batteries replaced	10.00 per detector
Missing smoke detectors	35.00 per detector
Lawn mowed or sidewalks shoveled	75.00 per cut/event
Trash disposal	250.00 per truck load
Attic/basement cleaned out	150.00 min.
Garage door opener broken/lost	100.00
Rental keys not returned	25.00
Rooms painted due to dirt, smoke damage, neglect, or grease	200.00 per room min.
Whole house cleaning	250.00 min.
Damaged windows, doors, mirrors, fixtures	Cost to repair/replace
Damaged lawns, sidewalks, driveways	Cost to repair/replace
Damaged, missing or replaced door locks	Cost to repair/replace
Repairs or replacements due to tenant abuse or neglect	Cost to repair/replace
Pest control due to neglect	Cost of service
Other	Cost of service