

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 service.
3. Set all thermostats to 55 degrees if moving out during the winter months.
4. Leave a forwarding address in order 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 deposit will be mailed to you.
- 6. Charges unpaid after 30 days of receipt will be sent for collection.**

<u>Qty</u>	<u>Item</u>	<u>Charges</u>
_____	Kitchen appliances (stove/refrigerator/dishwasher) cleaned	75.00 each
_____	Washer/dryer cleaned	75.00
_____	Kitchen cabinets cleaned	100.00
_____	Bathroom(s) cleaned	100.00 per room
_____	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
_____	Lawn mowed or Sidewalks shoveled	75.00 per cut/event
_____	Trash disposal	150.00 per truck load
_____	Attic/Basement cleaned out	100.00 min.
_____	Garage door opener broken/lost	100.00
_____	Rental keys not returned	25.00
_____	Rooms painted due to smoke damage, neglect, or grease	150.00 per room min.
_____	Damaged windows, doors, mirrors, fixtures	Cost to repair/replace
_____	Damaged lawns, sidewalks, driveways	Cost to repair/replace
_____	Pest control due to neglect	Cost of service
_____	Other:	Cost of service

	Total Charges:	_____