

966 **MOVE OUT PACKET**

967 **We hope you stay FOREVER! But there may come a time when you choose to move out.**
 968 **Our goal is to help you get ALL of your deposit back!! Plus \$200!!**

969 **Bonus #1 Management will pay you \$100 for your cooperation if you help us get the house rented**
 970 **before you leave. How? Keep the home clean, allow showings (with notice of course!), and give us**
 971 **a good reference! Tell all your friends, post it on Facebook...**

972 **Bonus #2 Earn another \$100 when you leave the home totally spotless! Ready for the next**
 973 **resident,** without ANY cleaning or repairs to be made by Management, provide forwarding address, and
 974 return keys within 24 hours of move out. Management is final authority on condition and completeness.
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- 976 Submit the official written Move Out Notice form
- 977 Remove all furniture, belongings, trash, vehicles
- 978 Clean house, appliances, yard – see Move-Out Cleaning Checklist
- 979 Yard mowed, bushes trimmed
- 980 Return all keys
- 981 Provide forwarding address
- 982 Pay water and sewer bills
- 983 Complete all rent and fee payments
- 984 Schedule carpet cleaning

985 _____ (initial) **CONDITION AT MOVE OUT: Resident is responsible to return the property in**
 986 **“move in condition”, same as when given possession.** Anything left behind will be considered
 987 abandoned and disposed.

988 Resident is responsible for the rent during the days it takes to bring the home back to “market ready”.
 989 **Basically, if it does not move... clean it! ☺**

- 990 _____ Windows inside and out.
- 991 _____ Inside and outside of front and back doors.
- 992 _____ All marks must be washed off the walls. Remove all nails, DO NOT PATCH.
- 993 _____ Mop vinyl and tile floors.
- 994 _____ Clean all blinds and wash.
- 995 _____ Clean all light fixtures throughout unit and replace any burned out bulbs.
- 1000 _____ Inside and out of range hood.
- 1001 _____ Stove: run the SELF CLEAN cycle. Do NOT use spray oven cleaners on self cleaning ovens.
- 1002 _____ Stove: under elements, pan drawer
- 1003 _____ Cabinets and Drawers wiped clean
- 1004 _____ Clean sink and counter tops (last)
- 1005 _____ Wash down bathroom tile. Spray bleach on white grout.
- 1006 _____ Bathtub ring, tile around the tub, sink, door and fixtures.
- 1007 _____ Toilet
- 1008 _____ Inside of medicine cabinet
- 1009 _____ Mirror.
- 1010 _____ Floor.
- 1011 _____ Do not use powdered cleansers or scouring pads on chrome, sinks, or plastic/fiberglass tubs.
- 1012 _____ Vinegar or Lime Away can remove hard water film and build-up.
- 1013 _____ Remove all trash
- 1014 _____ All carpeting is to be vacuumed and then professionally shampooed by only management's
 1015 designated company as show on the CONTACT page. Do not risk damaging several thousand dollars of
 1016 carpet by trying to save a few dollars on cheap cleaners or chemicals.
- 1017 _____ Once you have cleaned your home and removed all your belongings, please call our office and
 1018 return all keys. All utilities must be left in service until after Management's inspection.

1019 _____ (initial at move in) _____

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1022 _____ (initial) General labor for cleanup and repairs due to Resident negligence: \$50.00 per hour,
1023 plus material costs, disposal costs, and mileage.

1024 Resident is responsible to clean and protect the home.

1025 Management is not responsible to determine who caused any damage.

1026 Purposeful damage is called vandalism, and vandals will be arrested.

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1029 **STANDARD CLEANING & REPAIR COSTS:** Repairs are billed at REPLACEMENT COST.

1030		1075	
1031	Stove cleaning	\$50	1076 Door – replace interior 275
1032	Refrigerator Cleaning	50	1077 Door – replace exterior 400
1033	Sink, counters cleaning	15	1078 Storm door, alum. – replace 195
1034	Microwave cleaning	25	1079 Storm door, alum. Replace panel 50
1035	Vacuum, Sweep, Mop each room	15	1080 Sliding patio screen and frame 170
1036	Cabinet cleaning	35	1081 Glass or plexi broken, per pane, minimum 50
1037	Cabinets, repaint	350	1082 Screen, replace, average size 45
1038	Countertop, minimum to replace	300	1083 Screen frame, alum. 50
1039	Unclog sink drain	50	1084 Screen, replace patio slider 50
1040	Unclog toilet	65	1085 Window lock 5
1041	Toilet cleaning	15	1086 Door bumpers 5
1042	Sewer clean out minimum	250	1087 Miniblind, replace average 25
1043	Tub/shower cleaning	50	1088 Lock, or Deadbolt, exterior 75
1044	Toilet seat replacement	25	1089 Lock / knob, interior 20
1045	Trash pick up, per hour, per man	50	1090 Keys, each 5
1046	Trash hauling, per load	85	1091 Mailbox key 20
1047	Remove mattress or furniture, each	25	1092 Garage remote control 100
1048	Remove tires, car batteries, each	15	1093 Smoke Detector, hard wired 50
1049	Roach / flea treatment	130	1094 Smoke Detector, battery style 20
1050	Medicine cabinet cleaning	20	1095 Smoke Detector battery 5
1051	Mow, small lawn each time	50	1096 Ceiling fan small 150
1052	Mow, large lawn each time	100	1097 Ceiling fan large 250
1053	Bushes, trim, each	10	1098 Light fixture, basic 65
1054	Eviction –filing fee (varies by court)	200	1099 Light shade, basic 20
1055	Eviction document prep	400	1100 Light bulbs, incandescent each 5
1056	Attorney fees – estimate per hour	300	1101 Light bulbs, LED each 10
1057	Court appearance by Management, each	100	1102 Switch / socket plates 3
1058	Prep follow up court documents, each	35	1103 Towel bar 35
1059	Deliver/post summons	50	1104 Mirror in medicine cabinet 45
1060	Photos, each	1	1105 Shower curtain rod 45
1061	Painting, per normal room	275	1106 Window cleaning, each 10
1062	Nail holes (allow 5 brad nails per room)	.25	1107 Aquarium removal, large 100
1063	Repairing spackle by resident, each	5	1108 Aquarium removal, small 50
1064	Remove stickers, each	2	1109 Abandoned animal handling 75
1065	Drywall hole / rebuild	75	1110 Unlicensed vehicle handling 100
1066	Drywall dent repair	15	1111 Sewer bill payment fee to avoid lien 35
1067	Paneling repair	75	1112 TV dish attached to house 200
1068	Remove wallpaper, per room	200	1113 Trees damaged, minimum each 150
1069	Carpet shampoo, per room	65	1114 Bushes damaged, minimum each 75
1070	Carpet stains, each	10	1115 Trip charge, minimum 50
1071	Carpet, remove, replace per Sq Ft	9	1116 Daily rent for the time to clean and repair 50
1072	Carpet repairs, each	60	1117
1073	Carpet, treat for pet odor	130	1118 All prices are estimates and subject to change.
1074	_____ (initial at move in) _____		

1119 **MOVE OUT PACKET**

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1121 **Calculate Your Move Out Finances**

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1124 **Empty houses attract vandals.** You are responsible for any vandalism or repairs until Management
1125 takes possession (broken windows, copper thieves...) so we suggest you notify the office when you are
1126 fully out and the home thoroughly cleaned so we may do our inspection. You do not need to be present
1127 for the inspection.

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1129 **Keep the heat on to avoid paying thousands of dollars for frozen pipe repairs.**

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1131 Rent is for full calendar months only (1st through 31st). The last month's rent will not be prorated.
1132 (Example: On March 10, Resident notifies management that he will be moving out on May 20. Resident
1133 cannot apply deposit to rent and is still responsible for rent, late fees, and utilities until May 31)
1134 Deposit cannot be applied to the last month's rent.

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1138 **Lease Anniversary Date:** _____ = _____ payments x \$ _____ = balance due \$ _____

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1140 **OR...**

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1142 **Early Lease Termination Fee** \$ _____

1143 The lease states: Resident may pay this one time fee to
1144 end the lease early and not be held liable for the remaining months.
1145 The official 60 day notice form is still required

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1148 **Current Unpaid Balance** \$ _____

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1151 **60 Day (2 calendar months) Notice Period** Rent due for _____ \$ _____

1152 Rent is for full months only, prorated on the move-in, not the move-out.

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1154 **Other Fees:** _____ \$ _____

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1157 **Carpet shampoo** Required at move-out _____ rooms x \$65 each = \$ _____

1158 Lease requires the carpet be professionally cleaned AFTER move out by
1159 Management's designated cleaner only. Spots, stains, and repairs are extra.
1160 If you prefer, you may call the carpet cleaner and ask about their specials,
1161 and pay them directly. They require the water and electricity to be in service.
1162 Give us a copy of their paid bill as proof of cleaning and payment.
1163 Cleaning by home style machines is not accepted.

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1166 **Estimated total for move out** \$ _____

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1171 _____ (initial at move in) _____

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MOVE OUT PACKET

Official Move Out Notice Form

This form must be received and acknowledged by Management to be considered proper notice.

Verbal and voice mail are not acceptable because messages can be misinterpreted.

Email or text is only acceptable when a confirming email reply is sent by Management.

Proper notice is not complete until you provide your forwarding address and the following information on this approved form.

We have reviewed our obligations as shown in the lease

and will be vacating the property at _____ as of _____.

Adult #1 _____ Phone _____

Employment: _____ Phone _____

Forwarding address (required) _____

Email Address (required) _____

Adult #2 _____ Phone _____

Employment: _____ Phone _____

Forwarding address (if different) _____

Email Address (required) _____

(Resident sign) X _____ Date _____

(Resident sign) X _____ Date _____

(Office: Written move out notice received by Management on _____.)

(Office: Move out Packet sent to Resident on _____ and _____.)

_____ **(initial at move in)** _____