

MOVE-OUT PROCEDURES & POTENTIAL CHARGES

Range

Clean under burners, entire oven, broiler and all outside surfaces. Clean floor behind and under stove.

Refrigerator

Defrost and clean entire refrigerator inside and out. Clean floor under and behind refrigerator. Vacuum coils and motor. Turn off and keep doors open.

Dishwasher

Clean outside surfaces. Inside should be clean and free of any debris. Clean floor under dishwasher.

Hood Fan

Clean entire hood fan including filter. Replace all non-working bulbs.

Cabinets

Wash interior and exterior surfaces of all cabinets in kitchen and bathroom. Drawers should be free of all debris and washed inside and outside.

Floors

Wash all uncarpeted floors with proper cleaners. This includes but is not limited to kitchen, living room, dining room, bedroom(s), bathroom(s) and hall(s).

Carpet

All carpet(s) must be vacuumed. If carpet is damaged because of neglect on the tenant's part, owner will have the option to repair or replace.

Sinks

Clean all sinks in kitchen and bathroom(s). Wash all faucets and counter tops.

Lights & Fans

Wash all light fixtures. Wash ceiling fan blades and fixture. Make sure all fixtures have working bulbs. Clear bulbs only.

Bathroom

Remove stickers or decals from bathtub. Clean entire tub, tiles/enclosure, soap dishes, toilet, mirrors and towel bars. Remove all soap scum with proper cleaning solution.

Closets

Remove all items including hangers from closets. Closet hooks installed prior to occupancy should remain. All closet shelves and baseboards need to be washed and free of any debris. All doors should be hung and in working order. Mirror doors should be washed. Mirrored doors that are broken will be charged to the tenant.

Windows

Wash all windows along with all sills and tracks. Lock windows. Any torn screens or cracked /broken windows will be charged to tenant. Mini Blinds and traverse rods should be washed and in working order.

Air Conditioner

Filter should be cleaned. Extension cord if provided, should remain. Air conditioner controls and unit should be in good working order. Winter air conditioner covers should remain in the apartment unit.

Woodwork

Clean all woodwork, baseboards and heat registers.

Miscellaneous

Remove all nails, screws, cup dispensers and towel racks that you have installed. Do not patch holes. Wash marks off walls.

Storage/Porch/Patio

Clean storage locker and patio/porch of all personal belongings and debris. Any items left will be disposed of as required by law. Be sure to sweep these areas and washer/dryer space if it is provided. If washer/dryer is provided, clean filters and clean floors behind and under appliances.

Common Hallways

Please check if needed, clean common hallways of any debris or mud that might have been tracked in or out during your move. Main entry doors should remain free of any dents and scratches to avoid additional repair costs.

Discarded Items

All personal items should be removed from the property/ and or disposed of properly. Items discarded in the dumpster, including mattresses, furniture, boxes, TVs, electronics, etc will be **charged \$150 to tenant's account**.

Initial _____ Initial _____

List of Potential Charges

| | |
|--|----------------|
| Trash Removal | \$150.00 |
| Range Cleaning | \$50.00 |
| Refrigerator Cleaning | \$50.00 |
| Dishwasher Cleaning | \$25.00 |
| Hood Fan Cleaning | \$10.00 |
| Cabinet Cleaning | \$75.00 |
| New Drip Pans | \$15.00/ Each |
| Light Fixture/Fan Cleaning | \$25.00 |
| Sink(s) Cleaning | \$10.00 |
| Toilet(s) Cleaning | \$25.00 |
| Shower/Tub Cleaning | \$45.00 |
| Dryer/Washer Cleaning | \$25.00 |
| Bathroom Mirror(s) Cleaning | \$15.00 |
| Closet Mirror(s) Cleaning | \$15.00 |
| Air Conditioning Cleaning | \$15.00 |
| Air Conditioning Filter | \$20.00 |
| 60 Watt Light Bulbs | \$2.00/ Each |
| Fluorescent Light Bulbs | \$30.00/ Each |
| Vacuuming/Floor Washing | \$50.00 |
| New Blinds 58" Smaller | \$55.00/ Each |
| New Blinds 72" Higher | \$85.00/ Each |
| Window Cleaning | \$30.00 |
| Window Screen Replacement | \$50.00/ Each |
| Patio Screen Replacement | \$100.00/ Each |
| New Door Locks | \$45.00 |
| New Mailbox Lock | \$30.00 |
| New Mailbox Key | \$10.00/ Each |
| New Garage Door Opener | \$45.00 |
| Removal of Nails/Screws | \$15.00 |
| Hole Patching to Walls | \$25.00/ HR |
| Carpet Stain(s) Removal | \$80.00 |
| Smoke-Stained Walls | \$125.00 |
| Cost Associated to Remove Pet Odor and/or Damage | \$TBA |
| Woodwork/Baseboard(s) Cleaning | \$40.00 |
| Any Additional Cleaning | \$25.00/Hr |

Receipt of a copy of the requisites, which is part of the lease, governing the return of Security Deposit is acknowledged.

-]Tenant

Tenant

Initial _____ Initial _____