

# Move Out Checklist

To facilitate your move during this very busy time, please reference the list below;

A full Move-out Inspection will be performed when the property is vacant. Please contact your representative to schedule your move out walk through at least two days in advance of your lease end date.

\*Contact the Utility Companies to Disconnect: (gas, water, trash & electric) Utilities to remain active **through** the last day of your rental period (either the last day of the last rental month/ or a date otherwise agreed upon by landlord).

\*Notify your representative of a forwarding address for the security deposit disposition.

\*Cancel rent payment auto draft through your banking institution and tenant portal if provided.

## Household Cleaning

- Remove all personal belongings from the property including attic, crawl space & under decks.
- Remove all rubbish, trash, garbage and refuse.
- Properly sweep and clean all floors, dust and/or wash window blinds as needed and clean fan blades.
- Clean inside and outside of washer and dryer, drawers, cupboards and counters.
- Clean all bathroom showers, shower doors, tubs, toilets, sinks, vanities and mirrors.
- Have all carpets professionally cleaned and provide copy of receipt to Triangle Specialist no later than move out walk through.
- Replace stove drip pans if rusted/discolored or do not come clean.
- Replace blown/missing light bulbs inside and outside of the property.
- Dust baseboards, window sills and clear porches/doorways of debris and cobwebs.
- Clean fingerprints and smudges off doors, walls and light switches.

## Prepare the Home for Vacating

- Turn off the icemaker inside the fridge by lifting the arm of the ice machine to the "off" position and **empty the ice maker to avoid being responsible for costly repairs from water damage from melting ice.**
- Set the furnace/air conditioning unit on a reasonable temperature: 65 degrees in the winter and 80 degrees in the summer.
- Confirm proper function of all remotes provided and replace batteries if they are non-functioning.
- Leave garage door openers, keys and applicable pool cards/fobs on the kitchen counter.
- Leave all other remote controls (for gas fireplace or ceiling fan, etc) on kitchen counter.
- Leave all manufacture information for appliances on kitchen counter if provided.
- Replace all blown/missing light bulbs.
- If the washing machine was not provided with the home, ensure that the water valve is off prior to disconnecting your washer.
- If applicable, mow the lawn and trim the bushes prior to vacating.
- Mis-matched touch up paint and poor patching to interior walls will be repainted at tenant's expense.

**Please do not spackle or touch up paint unless you have located and tested a proper paint match!**

## Common Tenant Charges

Note: All prices listed on the below guide, ***not including trip and installation time***, are approximate and are by no means final. Any additional items that are attributed as damage above normal wear and tear will be billed accordingly.

### CLEANING ITEM

### COST

General House Cleaning	\$65.00 - \$100.00 per hour depending on condition
Carpet Cleaning	\$200 - \$400 depending on condition, stains, etc.
Removal of trash and unwanted items	\$35.00 per hour + \$40.00 dump fee if necessary

### REPAIR ITEM

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Patch/Touch-up paint due to excessive holes and scuffs	\$45.00 - \$50.00 per hour + cost of materials
Broken/missing doorstops	\$5.00 per doorstop
Change locks due to non return of keys	\$100.00 per Lock
Replace burnt out light bulbs	\$5.00 per light bulb
Replace HVAC filters	\$10.00 - \$15.00 per filter
Replace dirty stove pans	\$50.00
Replace non returned mail box keys	\$50.00 - \$100.00
Replace non returned garage remotes	\$50.00 - \$75.00 per remote
Replace non returned pool key	\$35.00 - \$50.00
Replace damaged interior door	\$300.00 - \$400.00
Ozone treatment due to smoke/pet smell	\$500 - \$600 depending on size of house
Lawn maintenance	\$100.00 - \$300.00 depending on size of lawn
Power wash oil stains from garage/driveway	\$150.00 - \$300.00
Replace torn window screens	\$50.00 - \$75.00 per screen

Note: This correspondence is meant to assist you during your move-out process. Please refer to your Lease as the specific terms of your Lease prevail.