



IMPORTANT: As part of our move-out process, we now conduct Pre-Move-Out Inspections to help make your transition as smooth as possible. These inspections give you a chance to address any potential concerns before your final move-out and help us prepare the home for the next resident. Pre-Move-Out Inspections are typically held on the first and third Wednesday of each month. If you have provided a full two-month notice, your inspection will be scheduled on the first Wednesday following your notice. Once scheduled, we will send you confirmation with the date and time.

As we approach the end of your lease, a move-out inspection will need to be scheduled. All Move/Check-out inspection must be scheduled with Meridian by the 10th of the month you are moving out. You can schedule your move out inspection up until the last day of your lease. Move out inspections are schedule Monday through Friday 9am and 3pm. A confirmation text will be sent to your phone after scheduling with the date/time of your checkout. If you need to reschedule, there will be a \$100 charge per instance, which will be deducted from your security deposit. If you have not scheduled a check-out yet, no worries, we will pick a time for you and let you know. As a Minnesota resident, you do have the right to be present at check-out, but you are not required to be there. If you decide not to be present (whether a Minnesota or North Dakota Resident) during the check-out, simply leave your keys, remotes, and any receipts on the counter. If your receipt is digital, please send them to info@mpmfm.com.

Important Note on Check-Out Inspection

Management agents will ONLY be documenting the condition of the home at check-out. Quotes on damages or refund amounts will not be given at this time. You are not required to stay, as the process typically takes 2+ hours depending on size and condition. This inspection will flag items that need attention, but please note that not all flagged items will be your responsibility. After check-out and the inspection, management and accounting will review and compare the move-in to move-out condition before determining any damages. This process typically takes 2-3 weeks. If you have any questions or concerns about your inspection or what might be your responsibility, please know that our office staff does not have those details just yet. The process of reviewing your security deposit takes the legally allotted time. Once you receive your security deposit letter, if you notice any discrepancies, feel free to reach out to us, and we will be happy to help!

- Any repairs, damages, and/or early termination fee will be billed to Tenant to the forwarding address provided at the time of check out.
- If Tenant received an Incentive or Concession at the time of move in (Ex: 1-month free rent), Tenant must pay back this incentive if Lease term is unfulfilled. This will also be billed back to the Tenant to the forwarding address provided. Tenant will also be billed back any Concession given to a new tenant to help lease the unit and mitigate the current Tenant's damages.
- Meridian Property Management, LLC, will list your property for rent as soon as the improper notice and cleaning checklist are returned to the office signed. It will be necessary for us to be able to show your unit for re-rental purposes and will do so in such a way as to cause as little inconvenience to you as possible.

Attached is the Resident Cleaning Check List, in order for your early termination notice to be finalized, we will need you to sign off on the cleaning list and return it to the office along with this form. Since professional carpet cleaning of your unit is required per your lease, you must have that scheduled before your scheduled check out.

Your check-out must be completed no later than 12 noon on the last day of the month in which you plan to vacate. Please schedule your final walkthrough appointment no later than the 10th of the month. Should you have to reschedule, a \$100 charge per instance will be assessed on your security deposit return. You will need to leave a forwarding address and telephone number at checkout. It is your responsibility to maintain utilities through the duration of your lease. It is also your responsibility to contact your utility providers to discontinue service; if you neglect to maintain your utilities or neglect to pay your final bill, you may be accountable for extra fees.

Do not discard furniture or large items in or beside the dumpsters or garbage cans at the end of your drive. All of your small, discarded items must fit within the garbage can provided or you will be charged for all removal and dumping fees of said items. Please feel free to contact our office with any questions or concerns that you may have in regard to your move. Please sign that you acknowledge and have reviewed this letter and return it to our office: MERIDIAN PROPERTY MANAGEMENT MOVE – OUT CLEANING/CHARGE LIST

It is the desire of management that no additional charges will be assessed. In the event additional cleaning, repairs or replacement are necessary we want you to be aware of the costs. Please keep in mind that these charges include labor and materials and are a minimum charge. Please schedule your final walkthrough appointment no later than the 10th of the month. Should you have to reschedule, a \$100 charge per instance will be assessed on your security deposit return.

KITCHEN

- ❑ SINK AND FIXTURES – Clean and remove any stains and build-up, clean and polish chrome.
 - ❑ COUNTER TOPS – Clean using a multi-purpose cleaner.
 - ❑ CUPBOARDS, shelves, and drawers – Empty, clean inside and out (including door fronts) using a multi-purpose cleaner; vacuum tracks and grooves so the doors move freely.
 - ❑ LIGHT FIXTURES – Dust, polish and replace burnt out bulbs.
 - FRIDGE:
 - ❑ INTERIOR – Empty fridge and freezer. Thoroughly clean inside, outside and under all shelves and drawers. Defrost freezer if necessary. ❑
 - ❑ EXTERIOR – Clean all smudges, drips, etc. off surfaces; fridge and freezer door seals (especially the tops). Pull the fridge out, away from the wall, to clean the floor behind and underneath.
 - ❑ After cleaning, please be sure the fridge is *plugged in* and adjusted to a *mid-temperature setting*.
 - STOVE/OVEN:
 - ❑ INTERIOR – Clean off all burned food and grease throughout oven and broiler, including the racks.
- *TIP: An oven cleaner can be used; please read and follow the instructions. Oven cleaner tends to reappear once it dries, re-wipe any cleaner left behind. A razor blade may be helpful in removing stubborn black spots.*
- ❑ EXTERIOR – Clean the tops of the burner units. Pull the stove out, away from the wall, to clean the sides of the unit and the floor behind and underneath.
 - ❑ RANGE (if applicable) – Clean all dust, grease, and yellow spots from top and bottom including filters and light fixtures.

BATHROOM

- ❑ MIRRORS – Clean all mirror surfaces (streak and spot-free).
- ❑ SINK & FIXTURES – Clean and remove any stains and build-up, clean and polish chrome.
- ❑ COUNTERTOPS, cupboards, shelves, and drawers – Empty, clean inside and out (including door fronts as well as top and bottom edges) using a multi-purpose cleaner.
- ❑ TOILET – Clean thoroughly, removing all stains inside the bowl. Clean exterior surfaces, as well as the base and tank.
- ❑ TUB & SHOWER – Remove soap film/build-up from tub and shower walls. Clean and polish chrome. After cleaning, check surfaces for any remaining cleaner residue or powder; rinse if needed.
- ❑ TOWEL AND TOILET holders – Clean and polish, removing paper rolls and any film or residue from hairspray, etc.
- ❑ LIGHT FIXTURES – Dust, polish and replace burnt out bulbs.

GENERAL

- ❑ WALLS, DOORS/FRAMES – Walls are to be returned in the same condition as when occupancy began. Any defacing of the walls will be a deduction from security deposit. Wash all surfaces to remove all marks, smudges, adhesive/tape, grease, crayon, etc. Remove all hooks, nails, screws, etc. \$30 minimum charge for any of these items left in the wall(s).
- DO NOT PATCH OR PAINT (including touch-up) If done improperly, this can result in additional maintenance charges for fixing and refilling the holes. As stated in the signed copy of Resident Handbook, Tenant agrees to return walls in the same conditions in which they took possession. Any blemish on the wall will be a deduction from security deposit.
- ❑ WINDOWS – Wash inside and out (when outside can be reached safely). Clean sills and tracks as well.
- ❑ WINDOW COVERINGS – Drapes: Vacuum, dust, remove cobwebs, but DO NOT WASH. Blinds: dust, clean any spills, spots, food, etc.
- ❑ CLOSETS – Remove all belongings and clean thoroughly. Dust clothing rods, shelves, and drawers.
- ❑ FURNACE VENT/COLD AIR RETURN – Vacuum, dust, remove cobwebs, spills, etc.
- ❑ CARPETED FLOORS – Vacuum thoroughly, including edges. Professional Carpet Cleaning required per lease agreement and a receipt must be provided at the time of move out appointment (carpets must be deodorized if pet receipt is required as per lease agreement) Rug Doctor Rentals are not approved.
- ❑ **Approved Vendors:**

Apex Carpet Cleaning	701-361-9152
Advanced Steam Pro	701—367-0920
Your Friend Kenny	701-715-2046
Renovation Systems	763-551-3500

- ❑ TILE/VINYL FLOORS – Sweep, mop, scrub, and rinse well, including edges and corners. DO NOT WAX.
- ❑ FURNACE FILTER – Replace Furnace Filter – must be clean upon check out.
- ❑ EXTERIORS (Including patio, deck, porch, storage closet) – Remove all items, including clothes pins, and sweep clean.
- ❑ PERSONAL BELONGINGS – Remove all personal belongings from the premises, inside and out, prior to your check-out appointment. Any items left behind will be removed by Management personnel. A fee will be charged for removing and disposing of abandoned property.
- ❑ LIGHT FIXTURES – Dust (ceiling fan), polish and replace burnt out bulbs.

CHARGE LIST

Kitchen	Minimum Charge
Flooring	Based on Invoice
Trim (per piece)	\$30
Paint	Based on Invoice
Light Switch/Light Switch Cover	\$5/\$10
Outlet/Outlet Cover	\$10/\$5
Window	\$550
Blinds	\$95
Window Screen	\$56
Pendant Lights	\$80
Cupboard Doors	\$295
Drawers	\$160
Cupboard/Drawer Hardware	\$20
Counter Tops	\$3,000
Shelving (per shelf)	\$55
Fridge	\$1,895
Fridge Drawers	\$85-\$140
Fridge Shelves	\$85-\$140
Fridge Door Bins	\$50
Fridge Filter	\$75
Dishwasher	\$850
Dishwasher Rack (each)	\$230
Sink Faucet	\$150
Garbage Disposal	\$185
Sink Basket Strainer	\$25
Garbage Disposal Stopper	\$30
Microwave	\$395
Microwave Filters	\$45
Range	\$895
Drip Pans	\$50
Glass Cook Top	\$895
Range Drawer	\$225

Bathrooms	Minimum Charge
Flooring	Based on Invoice
Trim (per piece)	\$30
Floor Vent Cover	\$35
Paint	Based on Invoice
Light Switch/Light Switch Cover	\$5/\$10
Outlet/Outlet Cover	\$10/\$5
Cupboard Doors	\$295
Drawers	\$160
Cupboard/Drawer Hardware	\$20
Countertop	\$1,000

Living Room/Dining Room	Minimum Charge
Flooring	Based on Invoice
Trim (per piece)	\$30
Baseboard Heater	\$395
Floor Vent Covers	\$35
Paint	Based on Invoice
Light Switch/Light Switch Cover	\$5/\$10
Outlet/Outlet Cover	\$10/\$5
Window	\$550
Blinds	\$95
Window Screen	\$60
Light Fixture	\$320
Closet Door	\$350
Door Handle	\$55
Closet Shelving	\$45
Patio Glass Door	\$650
Patio Screen Door	\$125
Patio Door Handle	\$85
Patio Blinds	\$95
Vertical Blind Slats & Gears	\$15
Patio Light Fixture	\$55
A/C Cover	\$95
A/C Filter	\$45
A/C Remote	\$165

Bedrooms	Minimum Charge
Floors	Based on Invoice
Trim (per piece)	\$30
Paint	Based on Invoice
Light Switch/Light Switch Cover	\$5/\$10
Outlet/Outlet Cover	\$10/\$5
Window	\$550
Blinds	\$95
Window Screen	\$60
Light Fixture	\$50
Ceiling Fan	\$225
Ceiling Fan Blades (per blade)	\$25
Ceiling Fan Pull Cord	\$25
Doors	\$350
Door Handle	\$55
Closet Shelving	\$45
Closet Doorknobs	\$5

Mirror	\$200
Light Fixture	\$100
Exhaust Fan	\$150
Doors	\$350
Door Handle	\$55
Closet Shelving (per shelf)	\$45
Sink Faucet	\$150
Lift & Turn	\$35
Tub Repairs (minimum)	Based on invoice
Shower Rod	\$35
Shower Head	\$55
Toilet	Based on invoice
Toilet Seat	\$35
Flush Handle	\$25
Towel Bar	\$35

Keys/Remotes/Safety	Minimum Charge
Key Fobs	\$50
Mail Keys	\$30
Mailbox Locks	\$85
Garage Keys	\$30
Garage Remotes	\$75
Garage Door Keypad	\$75
A/C Remotes	\$75
Fireplace Remotes	\$165
Garage Heater Remotes	\$165
Smoke Detector	\$40
Smoke/Carbon Detector	\$65

Misc.	Minimum Charge
Carpet Cleaning	\$400
Washer	\$800
Dryer	\$800
Hallway/Stairwell Paint	Based on Invoice
Entryway Paint	Based on Invoice
Handrails	\$265
Light Bulbs	\$15
Batteries	\$5
Doorstops	\$10
Weather Strips	\$50
Deck Boards (Per Board)	\$30
Deck Rails (Per Rail)	\$25
Downspouts	\$40
Garage Door Panels (Per Panel)	Based on invoice
Garage Wraps	Based on invoice
Garage Door Opener	Based on invoice
Garage Window	Based on invoice
Doorbell	\$45
Entry Door Glass	Based on invoice
Sump Pump Hoses	\$40
Exterior Water Spigots	\$60
Sprinkler Heads	\$60
Lawn/Weed Care	\$150
Snow Removal	\$150
Pet Waste Removal	\$350
Trash Removal	\$75/hr.
Trash Cans/Recycling Cans	\$200
Cleaning/hr. (min)	\$75
Maintenance Labor/hr. (min)	\$75

LAST MINUTE ITEMS

- ☐ Turn in all keys to the Management personnel conducting the check-out. Rent will continue to be charged until all the keys have been turned in.
- ☐ Make sure the Management office has a forwarding address for all future correspondence. *If you will be receiving a refund, it will be sent to the forwarding address. Please make sure it is updated and correct.
- ☐ Complete a change of address form with the Post Office and cancel or forward any subscriptions.
- ☐ Utilities: Stop all service in your name and transfer it back to management for all utility companies servicing your rental address.
- ☐ Make sure all windows are closed and drapes or blinds are pulled shut.
- ☐ Set the furnace thermostat to sixty-five (65) degrees. A temperature setting of less than 65 degrees may result in additional charges. I have read & understand the responsibility I have as the tenant to abide by this move-out cleaning list. In accordance with the lease terms, I understand that I will be required to maintain utilities & rent through the end of the lease. Additionally, I understand that any invoices received will assess a 10% administrative fee. Vacating the premise early does not relinquish the responsibilities of the lease. I understand I am responsible for any damage to unit while residing at this location.

By providing written notice to management and receiving this information in return, you understand the responsibilities and associated charges described in this document. Please contact management at 701-356-3743 or info@mpmfm.com with any questions.