

## Vacating Checklist

We understand that moving can be a stressful and busy time. However, there are some important items to consider when moving, which if done properly will save you time and money in the long run. There is a level of cleaning that is required to return the unit to a rentable condition.

### General

- Complete change of address cards for the Post Office and provide our office with a forwarding address which will be located on the Notice to Vacate form.
- All utilities must remain on, but it is your responsibility to cancel any cable, phone, etc. services.
- If vacating in the winter, set the thermostat no lower than 60 degrees to prevent freezing of pipes. The tenant will be responsible if the heater is turned off or is below 60 degrees.

### Refrigerator

- Defrost freezer if needed. **DO NOT** use sharp tools to pry ice off.
- Wash inside of refrigerator with warm water and baking soda. Clean door gasket.
- Take out refrigerator shelves and drawers and wash in warm water, dry and replace. Clean under lower drawers.
- Wash and dry outside of refrigerator and vacuum back and lower grills.
- Move refrigerator from wall and clean underneath. **DO NOT TURN OFF.**
- Sweep down cobwebs on walls and ceiling.
- Replace the light with an appliance bulb, if necessary.

### Stove

- Remove racks and broiler pan; soak in hot water and clean, dry well.
- Clean inside of oven, top of stove, knobs, under elements, under burner pans and drawer.

## **Vacating Checklist**

- Replace burner pans.

### **Cabinets & Drawers:**

- Wash cupboards inside and out.
- Wipe out drawers with damp rag.
- Clean sink, baskets, and counter tops well.
- Make sure garbage disposal is empty and clean.

### **Miscellaneous In & Near Kitchen:**

- Wash all light fixtures in warm water and soap. Clean switch plates.
- Clean inside and out of dishwasher; include inside seal.
- Wash range hood and clean filter. Change appliance bulb, if necessary.
- Wash windows, blinds screens and clean sills and tracks.
- Scrub kitchen floor, including under movable appliances and baseboards.

### **Living Room**

- Wash windows, blinds screens and clean sills and tracks.
- Wash all light fixtures in warm water and soap. Clean switch plates.
- Sweep down cobwebs.
- Vacuum and/or mop floors and clean baseboards.
- Clean drapes/blinds.

### **Bedrooms:**

- Wash all light fixtures in warm water and soap. Clean switch plates.
- Sweep down cobwebs.
- Vacuum and/or mop floors and clean baseboards.
- Clean drapes/blinds.

### **Bathrooms:**

- Clean bathtub, tile around tub, sink, door, and fixtures.
- Clean the inside and outside of the toilet. These should be free of soap scum.
- Scrub floor, baseboards and behind toilet.
- Clean inside of medicine cabinet.
- Wash mirror.
- Clean windows, sills, and tracks.
- Clean fan.

### **Miscellaneous:**

- Wash inside and outside of front and back doors.
- Replace **ALL** burned out bulbs.
- Clean and dry inside and outside of washer and dryer. Clean lint trap.
- Haul **ALL** trash away.
- Clean out **ALL** floor vents.

**Reminder:** Please reference the cleaning checklist provided on our website. Note that carpets are required to be professionally steam cleaned and sprayed for pests upon vacating.

**Disclaimer:** Management has the final authority to determine how much of the deposit shall be refunded in accordance with the conditions set forth in the Rental Agreement.

## Potential Move-Out Charges\*

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| <ul style="list-style-type: none"> <li>• Smoking of any substance, Inside the unit             <ul style="list-style-type: none"> <li>○ \$500.00 for 1<sup>st</sup> violation</li> <li>○ Lease Termination for 2<sup>nd</sup> violation, no exceptions</li> </ul> </li> <li>• Ozone Machine for Smoke or any Strong Pet Smells:             <ul style="list-style-type: none"> <li>○ \$500.00</li> </ul> </li> <li>• Flushing material that results in pipe clog or backup, including but not limited to; flushable wipes, feminine products, paper towels             <ul style="list-style-type: none"> <li>○ \$150.00 for 1<sup>st</sup> violation</li> <li>○ \$350.00 for 2<sup>nd</sup> violation</li> <li>○ Repetitive violations will cause for the Lease to be Terminated</li> </ul> </li> <li>• Adhesive used or any damages to appliances or kitchen cabinet             <ul style="list-style-type: none"> <li>○ \$300.00 for each item, cost of full replacement if cannot completely remove</li> </ul> </li> <li>• Repair of deep floor scratches or gouges             <ul style="list-style-type: none"> <li>○ \$300.00 for each spot, full replacement cost of room flooring if more than 5 spots</li> </ul> </li> <li>• Replace Toilet             <ul style="list-style-type: none"> <li>○ \$400.00</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Replace Garbage Disposal due to other than normal wear and tear             <ul style="list-style-type: none"> <li>○ \$250.00</li> </ul> </li> <li>• Patch, Sand, Paint             <ul style="list-style-type: none"> <li>○ \$100.00 per Patching/Painting needed</li> </ul> </li> <li>• Repaint – occupied less than 1 year             <ul style="list-style-type: none"> <li>○ \$550 - \$3,000 if patching and sanding are needed</li> </ul> </li> <li>• Replace interior door             <ul style="list-style-type: none"> <li>○ \$250.00</li> </ul> </li> <li>• Remove adhesive from walls – from hooks, stickers, pictures, etc.             <ul style="list-style-type: none"> <li>○ \$250.00</li> </ul> </li> <li>• Replace light fixture / Fan             <ul style="list-style-type: none"> <li>○ \$75.00 – \$250.00</li> </ul> </li> <li>• Replace Smoke Detector             <ul style="list-style-type: none"> <li>○ \$35.00</li> </ul> </li> <li>• Replace Electrical Outlet Cover Plate             <ul style="list-style-type: none"> <li>○ \$10.00</li> </ul> </li> <li>• Replace fire extinguisher             <ul style="list-style-type: none"> <li>○ \$35.00</li> </ul> </li> <li>• Cleaning Fee:             <ul style="list-style-type: none"> <li>○ \$200.00</li> </ul> </li> <li>• Replace Blinds:             <ul style="list-style-type: none"> <li>○ \$100.00</li> </ul> </li> </ul> |
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*\*This is not a full comprehensive list of all charges and fees. This is a list of the most common damage that is seen. All charges are documented through notes on the move-out inspection and in photos that are uploaded in the tenant portal after moving out.*

## **Security Deposit Refund Policy**

Security Deposit will be returned in full provided all the terms and conditions of the lease are satisfied including the following:

1. The full term of the Lease has expired.
2. **Notice was given 60 days prior to lease expiration date.**
3. No damage to property beyond reasonable wear-and-tear.
4. Cleaning is not considered normal wear-and-tear.
5. Entire apartment, including range and oven, exhaust fan, refrigerator, bathroom, closets, and cabinets are to be left clean. Refrigerator to be cleaned and /or defrosted. Tubs and showers to be cleaned.
6. No stickers, scratches or holes in walls or ceiling. Small nail holes for pictures are permissible. We pro-rate painting based on 3 years of occupancy.
7. No indentations in wood or tiled resilient flooring.
8. All carpets and or hardwood floors should be cleaned and free of trash and personal property. There shall be no special spotting required. There shall be no tears, stains, burns or any type of damage other than normal use. We recommend vacuuming/mopping weekly.
9. No delinquent rent or unpaid charges.
10. **All keys are returned to the leasing office at the time of move-out. Security deposit will be forfeited for the failure to return keys.**
11. All debris, rubbish, and discards are placed in the proper rubbish containers.
12. Forwarding address left with LESSOR on a Notice to Vacate form. Address not provided on form will result in delays of Security Deposit Return and LESSOR will not be liable for missing return deadlines.
13. Notify post office/utility companies of any changes of address.

If your apartment is not returned in clean condition, you will be assessed a cleaning fee no lessor than \$250. If you would prefer to have our contracted maid service clean your apartment through Front Door, please let us know in advance.

The cost of labor and materials for cleaning, painting and repairs beyond normal wear and tear will be deducted from the security deposit.

**REFUNDS CANNOT BE PICKED UP AT THE OFFICE BUT WILL BE MAILED TO ADDRESS PREVIOUSLY PROVIDED ON NOTICE TO VACATE. REFUNDS WILL BE SENT APPROXIMATELY 30 DAYS AFTER THE KEYS HAVE BEEN RETURNED or lease ending whichever is later.**