



Guidelines for Move-Out Inspection & Cleaning Requirements

Limit the hassle of the move out! To maximize your deposit refund, follow these guidelines for a "stress-free" move out. Begin preparing now!

TO DO NOW: Pay any remaining balances due for rent or pre-paid cleaning. **Cancel any automatic payments that you have set up on AppFolio.** Be sure to turn in keys by the move out date on your notice. Inspections are performed **AFTER** you turn in all keys. **We do not conduct joint inspections with renters.** *If you have maintained a "clean house" during your occupancy, you will have much less work to do moving out!*

REQUIREMENTS: This means these are not optional

- 1. Remove all personal items and trash from the entire property to include yard, garage, attic and shed.** City issued trash receptacles must be empty, clean and inside garage or at side of building, regardless of if trash service continues beyond inspection date. **BULK TRASH LEFT AT THE CURB ON INSPECTION DAY WILL RESULT IN A \$150 MINIMUM TRASH REMOVAL FEE.**
- 2. Utilities (Electric, Water and Gas),** must be on at the inspection and must remain on for **One (1) business day following your move out and key turn in. This does not include weekends or holidays.** Failure to do so will result in a charge to have utilities turned on.
- 3. Yard:** The **ENTIRE** yard **MUST** be mowed, edged and trimmed **1 day prior to keys being turned in.** Bushes must be trimmed. Leaves and tall grass clippings must be removed from gutters, yard, sidewalks, driveways, patios, and flower beds. **All bare areas and dog holes must be restored and re-established prior to moving out.** Bare spots and dog holes are considered damage. Pools/hot tubs must be clean and ready for use. **ALL ANIMAL FECES MUST BE PICKED UP AND DISPOSED OF PROPERLY PRIOR TO MOVE OUT.**
- 4. Carpet Cleaning:** Carpets must be clean, stain and odor free, and **PROFESSIONALLY CLEANED** 1 day prior to the keys being turned in. **A copy of the receipt must be provided to the office at the time you turn in the keys. We will not accept carpet cleaning receipts after key turn in date. No rental machines or handwritten receipts allowed.** If carpets do not appear to be cleaned satisfactorily, at our discretion, re-cleaning may be required at your expense. **Providing a receipt does not guarantee a passed carpet cleaning at the move out inspection.** Permanent stains left on carpet are considered damage. Animal and/or human urine/feces on carpet are considered damage and is not part of normal cleaning. Animal hair on carpet is not a part of normal cleaning.
- 5. Cleaning:** The entire house/apartment from **TOP TO BOTTOM** (every surface) must be cleaned and disinfected, including appliances, cabinets, garages, storage rooms/sheds, ceilings, floors, walls, windows, etc., must be free of dirt, grime, food stains, marks, hair, smudges, fireplace ashes, debris, dust, soap scum, streaks, spider webs, etc. **Patios and driveways must be free from dog prints, chalk, paint, mud, dirt, grease, oil, grime, etc. Make sure you have a clean patio/driveway at move out. This is NOT a part of normal cleaning.**
- 6. A/C Filter/Smoke Alarms/Light Bulbs:** A/C filter must be new, correct size for unit, and **IN PLACE** at the time of the inspection or you will be charged for a new one. There will be service charge if you leave a filter or battery but do not install it. All smoke alarms will be tested at the inspection. **You must have working batteries in all alarms. Multiple socket light fixtures must have matching bulbs.**

Do not schedule any lawn care, cleaning, or other services after you surrender the property (i.e., after returning keys and vacating). Once possession is surrendered, you no longer have the authority to arrange services at the home. Any such services may conflict with those we schedule immediately upon inspection, and you may still be charged based on the condition at the time of surrender.

HERE ARE SOME SPECIFICS

- **Non-Carpeted Floors:** Sweep, mop, vacuum, clean and disinfect. Remove all hair, dirt, grime, food, etc. Look in corners for crumbs & dirt.
- **Walls, Baseboards, Doorframes:** Wipe down, clean light switches and plates, wipe panels on doors. If you smoked inside the dwelling, you will need to wash all surfaces to remove tar and smoke stains. **Food spatter on walls will automatically result in touch up/repaint charges.**
- **Windows/Screens:** clean inside and out, clean tracks and window frame, clean bugs and dust from sills.
- **Blinds:** Wash blinds or replace them (with matching and correct size) if they do not come clean or have been damaged or dented. If replaced, must be properly installed and must fit the window correctly. Do not replace it with a blind that is too narrow or too short. **WE DO NOT INSTALL BLINDS LEFT BY RENTERS.**
- **Ceiling fans:** clean entire fan, to include blades, brackets, extension pole, light fixture, bulbs, etc.
- **Light fixtures:** remove light covers and clean bugs and dust out. Wipe the entire fixture including bulbs.
- **Fireplaces:** inside must be clean and free of ashes, logs, spider web removal, etc. Screen must be clean and glass doors wiped streak free.
- **Refrigerator:** clean inside, outside, sides, top, bottom, back and under. Don't miss the grill at the bottom or door seals.
- **Oven/Stovetop:** clean top, bottom, sides, back, underneath, inside and out including knobs and surface elements. Must be free of baked on food, grease. Oven residue left in oven will not pass cleaning. Make sure it is wiped out thoroughly and do not use abrasive cleaners. **Stove drip pans must be new and in place at the inspection.** If not, you will be charged for new pans or to install the ones left. Drip pans must be the correct type for stove and in place.
- **Vent Hood/Microwave:** Clean top and underneath, wash filters to remove grease. Must be free of food/grease. **Greasy filters will result in a filter replacement charge.**
- **Cabinets/Drawers:** Must be free of food and debris. Vacuum all drawers and inside cabinets. Clean food and debris from fronts of cabinets without removing stain/paint from cabinet.
- **Dishwasher:** Clean entire front panel and below by floor. Clean lip of dishwasher and inside. Run through cycle to ensure inside is clean. Be sure to remove personal items from inside the dishwasher.
- **Sink/Faucets/Disposal:** Clean on and around faucets, remove water stains from surfaces, clean around sink drains. Make sure disposal is free of food/debris. Do not use abrasive cleaners or sponges.
- **Toilets:** Clean and disinfect bowl and tank. Don't forget the area where the toilet seat attaches to the bowl. Clean around front and base of toilet. This is where most people do not clean. The whole toilet must be cleaned. **Replace toilet seat if it is urine/fecal stained or you will be charged for a new one. Toilet seats must be NEW and correct size/color/style.**
- **Tub/Shower:** Remove dirt, soap scum, water deposits, and mildew. Clean and disinfect.
- **Mirrors:** Must be streak free. (Do not use ammonia-based products).
- **Other fixtures such as towel racks and shelves:** Must be wiped, clean and dust free.
- **Closets/Pantries:** Must be cleaned out, wiped down and free of dirt, grime, hair, food, etc.
- **Garages:** Sweep it clean. Remove cobwebs, bugs, oil stains, trash, etc.
- **Patios:** Sweep it clean. **Power wash dirt, caked mud or muddy dog prints from patios, doors, and siding.**
- **Doorstops and Light Bulbs:** All doorstops must be in place and not bent or broken or you will be charged for a new one. All light bulbs must be working and be specific to each fixture (vanity bulbs belong in vanity fixtures. **LIGHT BULBS IN MULTIPLE SOCKET LIGHTS MUST MATCH** or you will be charged for new ones. Any doorstops and light bulbs left behind for us to install will incur a service charge.

Other: Nails, hooks, decals, appliqués, and screws must be removed from walls. **DO NOT ATTEMPT TO FILL OR TOUCH UP PAINT!** Large or excessive nail/screw/anchor holes will result in a charge to you. **Any wall hole larger than a small picture nail is considered damage. Excessive nail holes are considered damage. If you have an animal, make sure your home is flea free or you will incur pest control expenses.**



IF YOU BURNED CANDLES/CANDLE BURNERS DURING YOUR OCCUPANCY, YOU WILL BE CHARGED FOR REPAINTING ENTIRE UNIT.

Do not use paint cans left at the property by the owners. With time, paint colors turn and will not match. If you do touchup paint and it leaves noticeable marks on walls, you will be charged for repainting.

IMPORTANT: Living conditions affect your cleaning abilities (WE CANNOT STRESS THIS ENOUGH). Allow adequate time to clean your home. One, two, or three days is not nearly enough time to thoroughly clean a home to pass an inspection. Carpets may require a second cleaning to remove dirt. **Animal hair, stains, or odor will result in an additional charge, as they are not considered a part of normal cleaning.**

VERY IMPORTANT! At the beginning of the inspection, our inspector will perform a cleaning check using wet wipes. The wet wipes will be wiped across the hard surface floors, blinds, ceiling fans, drawers, appliances, woodwork, doors, light fixtures, counters, toilets, etc. **After you clean or pay someone to clean your home, perform your own wet wipe test and wipe every surface to ensure your home is clean prior to turning in keys.** When you wipe across any surface, there should be nothing on your wipe. This is the same process our inspectors will perform.

A few missed cleaning items may result in a partial cleaning charge and will be at the discretion of the management company.



WE OFFER THE "CONVENIENT CLEAN" PROGRAM!



Pre-paying Hunter Rentals & Sales for cleaning and/or carpet cleaning prior to vacating is a popular and convenient option for renters and a great way to save \$50 off the normal cost of a full home cleaning. *Pre-payment fulfills your cleaning obligations (with exceptions) and the cleaning team assumes full responsibility for the cleaning of your home.* Online payments for pre-paid cleanings must be completed 1 day prior to vacating. If your payment is returned by the bank, you will be charged the full cleaning price, plus return payment fees.

The prices listed below are for **NORMAL** cleanings only and include sales tax and are listed SEPARATELY. **Cleaning only does not include carpet cleaning. These are separate and not a part of normal cleaning: Animal hair, odor & stain removal, thirdhand cigarette smoke, trash left anywhere inside or out. Note: If you have not kept your home clean during your occupancy, you will likely not qualify for the normal cleaning prices listed below. Excessively dirty units will result in higher cleaning fees than those listed below.**

CLEANING ONLY: Cleaning prices are by square footage of unit (please contact office for size of your unit). *Prices are subject to change without notice.*

	Pre-Paid Discount	Full Price
0-650 sq ft - Cleaning Only	\$350.00	\$400.00
651-1000 sq ft - Cleaning Only	\$375.00	\$425.00
1001-1300 sq ft - Cleaning Only	\$400.00	\$450.00
1301-1600 sq ft - Cleaning Only	\$425.00	\$475.00
1601-1900 sq ft - Cleaning Only	\$450.00	\$500.00
1901-2200 sq ft - Cleaning Only	\$475.00	\$525.00
2201-2500 sq ft - Cleaning Only	\$500.00	\$550.00
2501 and up sq ft - Cleaning Only	\$525.00	\$575.00

CARPET CLEANING ONLY: *Prices are subject to change without notice.*

	Pre-Paid Discount	Full Price
10 Rooms & Hall - Carpet Cleaning Only	\$195.00	\$205.00
9 Rooms & Hall - Carpet Cleaning Only	\$185.00	\$195.00
8 Rooms & Hall - Carpet Cleaning Only	\$175.00	\$185.00
7 Rooms & Hall - Carpet Cleaning Only	\$165.00	\$175.00
6 Rooms & Hall - Carpet Cleaning Only	\$155.00	\$165.00
5 Rooms & Hall - Carpet Cleaning Only	\$145.00	\$155.00
4 Rooms & Hall - Carpet Cleaning Only	\$135.00	\$145.00
3 Rooms & Hall - Carpet Cleaning Only	\$125.00	\$135.00
2 Rooms & Hall - Carpet Cleaning Only	\$115.00	\$125.00
1 Room & Hall - Carpet Cleaning Only	\$105.00	\$115.00

IF YOU HAVE CARPETED STAIRS, ADD \$25 TO ABOVE PRICES

Minimum carpet cleaning charges are \$95 for single room or stairs, etc.

Carpet cleaning does **NOT** include vacuuming, hair removal, deodorizing, or stain removal. If you only pre-pay for carpet cleaning, make sure carpet is vacuumed and free of animal hair at the time you surrender your keys.

PRICE LIST : The following are minimum charges should items be found deficient at move out.

Light bulbs	\$10 & up	Window RE-Screen	\$100 & up	Entire Window Screen	\$130 & up
Stove Hood Filter	\$50	Each Mini Blind	\$50 & up	2 Inch Faux Wood Blinds	\$130 & up
Mow, Trim, Edge Yard	\$75 & up	Trim & Edge Yard	\$50 & up	Satellite Dish Removal	\$300
Doorstops	\$12	A/C Filter	\$50 each	Painting	\$300 minimum
Smoke Alarm Battery	\$20 each	Carbon Mon. Battery	\$30 each	Stove Drip Pan	\$15 each
Clogged Drains, Toilets	\$125 minimum	Carpet Stain Removal	\$175 minimum	Trash Removal	\$150 minimum
No Electricity or Water	\$50 each	Animal/Human Odor	\$200 minimum	Animal Hair Removal	\$150 minimum
A/C Coil Clean/Clogged Filter	\$275	Power Washing	\$125 & up	Pest Control: Fleas/Roaches	\$250 minimum
Animal Feces in Yard	\$100 & up	Toilet Seats	\$50 & up	Washer/Dryer Hose Removal	\$30
Re-Inspection Fee	\$75	Cleaning of City Issued Trash Can	\$45 & up		
Removal of Nails, Tacks, Command Hooks	\$50 & up	Removal of Curtain Hardware (Brackets)	\$15 per room		

Items charged are inclusive of material purchase, stocking, delivery, installation, labor charge, and applicable tax. Deficiencies not listed above will incur additional separate charges. Residents are expected to leave the home clean throughout including the garage, yard, sheds, etc.

Residents are responsible for any damage to the unit because of misuse, abuse, or neglect. Please ensure the home is clean and ready for the next renter. Your cooperation is greatly appreciated. **Security deposit statements are processed within 30 days of surrender as allowed by law.**

