

Move out Instructions

Refer to the lease agreement for proper lease termination notification requirements. Here are some of the charges that may occur. Prior to moving out of the leased premises the TENANT agrees and must:

1. Remove all food and other items from the kitchen cabinets, refrigerator, stove, counter tops, and all closets, ETC. Thoroughly clean stove surfaces, oven, and entire refrigerator and the sides. This means behind also. (Remember to pull out the appliances to clean on sides and underneath).
2. Clean all bathrooms including mold or mildew on tiles and grout.
3. Vacuum carpet, and have the carpets professionally cleaned and show proof of cleaning. It is the tenant's responsibility to keep the carpet cleaned during the lease.
4. Mop all floors.
5. Remove all trash or garbage from the premises including exterior areas such as porch or back yard.
6. Leave all smoke alarms intact, and working.
7. Leave air conditioning filters clean.
8. Charges for excessive wear or damage to window treatment, carpet, and walls will be assessed based on actual costs to repair.

<u>Concern</u>	<u>Minimum Charge</u>
A/C Filter -----	\$10.00
Bedroom Door Replacement-----	\$150.00
Broken racks in closet -----	\$50.00
Blinds (Bedroom) -----	\$20.00
Blinds (Living Room) -----	\$40.00
Cabinets -----	\$50.00
Carpet Cleaning -----	\$100.00
Carpet Replacement -----	\$450.00
Cleaning Blinds -----	\$20.00
Drip Pans -----	\$15.00
Dump Runs -----	\$40.00
Filling Holes in Walls -----	\$20.00
Fire Extinguisher (if provided) -----	\$50.00
Front Door -----	\$200.00
Light Fixtures -----	\$50.00
Locks (if keys are not returned) -----	\$25.00
Medicine Cabinet in Bathroom -----	\$50.00
Oven Cleaning -----	\$30.00
Painting -----	\$75.00
Porches/Items Left -----	\$35.00
Refrigerator Cleaning -----	\$50.00
Replace Light Bulbs -----	\$5.00
Smoke Alarm -----	\$30.00
Soap Dish /Toothbrush Holder -----	\$30.00
Stove and Hood -----	\$25.00
Toilet Cleaning / Bathtub -----	\$45.00
Trash Removal -----	\$50.00
Washing Floors -----	\$35.00
Window Glass -----	\$50.00
Window Screens -----	\$30.00

Tenant Name Printed

Tenant Signature

Date