



# Move-out Procedures

**THE PROCEDURES OULINED BELOW WILL REQUIRE A PLANNED COMMITMENT OF TIME. PLEASE PLAN ACCORDINGLY.**

Tenant is required to remove all personal property and trash from the interior and exterior of the property. Per the lease, the house (and carpets, if applicable) will be professionally cleaned upon lease expiration and complete vacancy. This will be facilitated by management and tenant will be charged.

- Utilities **MUST** be maintained until lease expiration. If power or water is disconnected prior to the last day of your lease, you may be subject to reconnection fees and additional charges.
- Replace anything that is missing, is damaged, or has been broken, including but not limited to: light globes, light shades, bulbs, outlet covers, smoke detector batteries, fire extinguisher, screens, etc. **ALL** batteries and bulbs must be in working order or you will be charged for replacement.
- Replace the HVAC filter with a new one and make sure all vent covers/air returns are clean.
- Any holes larger than the size of a small nail must be repaired. If spackling, sanding, or painting, spot touch-ups are not acceptable-- you must paint an entire wall from "corner to corner" of any given room.
- Do not leave items at the street that the City will not remove. If you aren't sure, call the Public Works Department at 653-2053. If items are left behind requiring haul off, you may be charged for removal.
- Remove **ALL** trash/litter/debris and personal items from the interior and exterior of the premises. If you are responsible for the yard, make sure it has been cut, leaves/debris removed, walkways and driveway clean, and is neat in appearance.
- Stove drip pans (if applicable) must be replaced with a new set. These may be purchased through management for \$24/set or from any home improvement store.
- Lock all windows and secure all screens. If screens were provided and are missing and/or damaged, you may be charged for replacement.

## Description of Common Charges

General clean:	\$175.00 - \$450.00, depending on size and work needed; rule of thumb to determine cost is \$75.00/bedroom for general clean
Belongings removal:	\$100.00 and up
Stove drip pans:	\$24.00/set
Florescent light bulbs:	\$10.00 each
Regular or recessed light bulbs:	\$5.00 each
Smoke detector:	\$15.00 each
Smoke detector batteries:	\$4.00 each
Fire extinguisher:	\$75.00

Broken window:	\$75.00 - \$350.00, depending on size
Carpet cleaning:	\$100.00 - \$300.00, depending on size
Bedroom door knobs:	\$50.00 each
Replacement door locks:	\$75.00 per door (due to non-returned keys)
Flea treatment/exterminating:	\$150.00 and up
Replacement screens:	\$25.00 and up
Painting:	\$55.00 per wall and up, depending on amount of needed repair