

Move Out Packet

When the time comes to move on, then here are some tips to help you understand how that process will work.

Notice to Vacate

When you decide to move, remember to first take a look at the terms in your rental agreement or lease for how to proceed. If you are on a month-to-month rental agreement, you must give a minimum of 30 days' written notice before the end of the month. If you have a lease of 1 year or more, you must give a minimum of 60 days' written notice before the expiration of your lease.

Return of Deposit

Getting a full return of your deposit is important to you and us. In order to get the full deposit, you will need to return the home in the same condition it was when you moved in, in accordance with the move-in checklist. Remove all of your items, thoroughly clean the home top to bottom, inside and out, and complete the move-out checklist that was Addendum 2, attached to the lease you signed. You can find a copy of your lease at <https://apartments.com> or you can contact us for a copy. Please note that carpets must be professionally cleaned and you must provide us with a receipt.

By law, we must give you notice of any damages found within 30 days of the date you turn in your keys. We will send to your email address, and if there are damages, by certified mail to your forwarding address.

- We will document any damages by video
- If NO DAMAGES, full refund in 15 days
- We will only charge for documented damage in accordance with the law and the lease you signed.

Here's a guide we use for common deductions, to help you understand what, if any, deductions may be taken from your deposit:

Itemized List of Common Deposit Deductions

This list has been prepared for your information only. Actual charges will vary.

Cleaning

Kitchen

Clean Kitchen – Normal Cleaning	\$150.00
Clean Kitchen – Deep Clean	\$300.00
Oven & Stove (Inside/Outside/Underneath)	\$75.00
Refrigerator (Inside/Outside/Underneath)	\$75.00
Dishwasher (Inside/Outside)	\$75.00
Microwave (Inside/Outside/Underneath)	\$25.00
Cabinets (Wash Inside/Outside)	\$200.00
Countertops	\$25.00
Sweep and Mop Floors	\$25.00
Dust and Wash Trim	\$15.00
Wipe Down Walls	\$25.00
Drip Pan Replacement	\$35.00

Living Room/Dining Room/Office/Recreation Room

Normal Cleaning	\$100.00
Deep Clean	\$200.00
Sweep, Vacuum, Mop	\$50.00
Dust and Wash Trim	\$25.00
Wipe Down Walls	\$25.00

Bathroom

Bathroom – Normal Cleaning	\$100.00
Bathroom – Deep Clean	\$200.00



Bathtub/Shower	\$50.00
Sink	\$25.00
Cabinet (Inside/Outside)	\$25.00
Toilet	\$25.00
Sweep and Mop Floors	\$25.00
Dust and Wash Trim	\$25.00
Wipe Down Walls	\$25.00
Wipe Down Fixtures	\$15.00

Bedroom

Bedroom – Normal Cleaning	\$100.00
Bedroom – Deep Clean	\$200.00
Sweep, Vacuum, Mop	\$50.00
Dust and Wash Trim	\$25.00
Wipe Down Walls	\$25.00

General, Damages, Repairs and Disposal

Repair Drywall	
6" x 6"	\$75.00
12" x 12"	\$150.00
Wash Light Fixture (Each)	\$15.00
Replace Interior Door	\$100.00
Replace Exterior Door	\$250.00
Clean Ceiling Fan	\$25.00
Change Light Bulb (Each)	\$5.00
Replace Smoke Detector Batteries	\$25.00
Replace Carbon Monoxide Detector Batteries	\$25.00
Replace Smoke Detector	\$75.00
Replace Carbon Monoxide Detector	\$75.00



Replace Window Blinds	\$40.00
Replace Sliding Door Blinds	\$60.00
Carpet Cleaning (Normal)	\$150.00
Carpet Cleaning (Deep Clean)	\$200.00
Carpet Spot Treatment (Each)	\$15.00
Replace Filter	Varies
Replace Carpet (12' x 12' Room)	\$500.00
Replace Wood, Vinyl, Linoleum, Etc. Flooring (12 x 12 Room)	\$500.00
Repaint One Room (12' x 12')	\$300.00
Repair Kitchen Cabinet	\$150.00
Repair Kitchen Drawer	\$150.00
Wash Window (Including Tracks) (Inside)	\$20.00
Fill Nail Holes	\$25.00
Replace Interior Door Knob	\$25.00
Replace Exterior Door Lock	\$50.00
Pest or Rodent Extermination	\$150.00
Odor Removal	Varies

Exterior

Trash Removal (Per Load)	\$100.00
Mow Lawn	\$35 - \$75
Weed Flower Beds	\$35 - \$100
General Labor (Cleaning, Painting, Normal Repairs, Trash Removal, Etc)	\$25 - \$40/hr
Specialty Labor (Electrician, Drywall Repair, Plumber, Etc)	

Key Return

Make arrangements to return your keys on the move out date. If you do not return your keys, you will be charged to change all the locks.



Forwarding Address Form for Deposit Refund

Your closing statement and deposit refund will be returned to you in the form of one check made out to all tenants. Before you move, please complete this form and leave it in the kitchen. Failure to return this form may delay your receiving your deposit refund.

Today's Date: _____ Rental Address: _____

Tenant Name: _____

Forwarding Address: _____

Phone: _____ Email: _____

Tenant Name: _____

Forwarding Address: _____

Phone: _____ Email: _____

Tenant Name: _____

Forwarding Address: _____

Phone: _____ Email: _____

Tenant Name: _____

Forwarding Address: _____

Phone: _____ Email: _____

Tenant Name: _____

Forwarding Address: _____

Phone: _____ Email: _____

If there is a preference on who should be sent the deposit refund, please indicate that here:
_____(Name)



Referral Program

You can earn \$100 by referring us to our next tenant. Simply complete the form below, and we will contact the applicant. If they pass all of the screening processes we will mail you a check for \$100 to your forwarding address.

Your Name: _____

Forwarding Address: _____

Phone: _____ **Email:** _____

Perspective Tenant Name: _____

Current Address: _____

Phone: _____ **Email:** _____

Tell us Why They Would Be a Great Tenant: _____

