



## MOVE OUT CLEANING INSTRUCTIONS

We're sorry to see you go, but before you do, please take time to read the enclosed information. Your scheduled move out date based on the notice you provided to our office is: \_\_\_\_\_.

The below checklist can be used to ensure the apartment is left clean and in the proper condition to release any security deposits and/or release you from liability of any further charges.

All repairs or maintenance items that are necessary to return the apartment to pre-occupancy conditions outside of "normal wear and tear" are the responsibility of the resident. The cost of these repairs and maintenance items will be deducted from the Security Deposit or charged to you afterwards (See the attached charge list).

### **When you signed the lease, you agreed to provide on the day the apartment is vacated:**

- All rent and other account fees must be paid in full. Unpaid balances will be deducted from the Security Deposit first.
- Remove all trash, furniture, clothes, and electronics from the entire apartment. Do not dispose of furniture in property dumpsters. *Anything left behind shall be regarded as abandoned and may be destroyed, hauled away or otherwise disposed of at your expense.*
- Tile and/or vinyl must be swept and clean.
- Carpets must be vacuumed and free of damage, stains, or debris.
- All windows, window tracks and door windows must be cleaned and free of damage.
- Refrigerator, stove, oven, microwave, dishwasher, and any other appliances must be clean and plugged in.
- All doors and windows must be properly locked or fastened.
- All keys, fobs, parking permits etc. must be returned to the Community Manager at the time of agreed move out. You will be charged for any of these items acquired at the time of move in, or throughout your lease, that are not returned.

We thank you in advance for your attention and cooperation regarding your move out.

Initial: -----

Initial: -----

Initial: -----

Initial: -----



## Move Out Charges

This is a list of the most common charges encountered when residents move out and leave the apartment in need of repair. Please note that these charges are estimates, actual charges may vary. Normal wear and tear and the remaining life of the item in need or repair have been considered.

### Cleaning

Studio	Starting at \$75
One Bedroom	Starting at \$125
Two Bedroom	Starting at \$150
Three Bedroom	Starting at \$175
Four bedrooms	Starting at \$225
Heavy Clean	Starting at \$50 per item/area

### Walls and Doors

Smoke Odor Removal	Starting at \$300
Drywall Damages	Starting at \$50 hour
Replaced doors	Actual cost
Full paint	Actual cost

### Flooring

Standard Cleaning	\$45 to \$100
Excessive stains	Actual cost
Pet treatment	Actual cost
Carpet/Vinyl Repair	Actual cost
Deodorize carpet	Actual cost

### Windows

Window replacement	Actual cost
Rescreen window	\$40 per hour
Replaced screen	Actual cost

### Trash

Remove trash and debris	\$40 per hour plus \$10 per bag
Furniture removal	\$40 per hour plus \$100 per piece

### Locks

Lock changed	\$75
Unreturned Keys	\$75
Unreturned FOBS	\$100
Unreturned parking pass	\$50
Gate Remote	\$50

### Miscellaneous

Repair countertops	Actual cost
Replaced countertops	Actual cost
Replaced mirror	Actual cost
Replaced Garbage Disposal	Actual cost
Replaced smoke detectors	Actual cost

Cost of replacement/repairs are determined through a certified vendor. Charges are subject to change based upon current rates.

Residents Signature \_\_\_\_\_ Date \_\_\_\_\_

Residents Signature \_\_\_\_\_ Date \_\_\_\_\_

Residents Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner's Representative \_\_\_\_\_ Date \_\_\_\_\_