

## Move Out Information

**Dear Tenants,**

We have been happy to have you and are sorry you are leaving. This is some information to help you prepare your home to turn over to us.

**SECURITY DEPOSIT:** To help you get as much of your deposit back as possible and reduce any possible additional expense, move out instructions and procedures are enclosed. Please provide your landlord with a forwarding address in writing or email. Because cleaning and repairs are VERY detailed, even a house that has been cleaned quite well can have some cleaning expenses. Typical tenants that leave a house very clean can expect to pay for carpet cleaning, housekeeping (\$29/hr), and some minor touchup paint (\$49/hr) provided they have done a deep cleaning and no damage has been done.

**EARLY VACATE & RE-RENTING:** If you leave early, please notify us, turn in your keys, and we will be able to perform the walk-through inspection, and we will be able to return your deposit sooner. If we are able to re-rent your unit within your time of obligation, you will get the rent for the overlapping period refunded to you.

**KEYS:** All keys to the property need to be returned to the property manager. **The property will be considered vacated when the keys are delivered to the office.** Garage door openers should be left in a kitchen drawer. There is a \$10 fee per key if no keys are returned and a \$60 fee if garage door openers are not left at the property.

**WHEN YOU CAN EXPECT YOUR DEPOSIT:** We will do an ongoing inspection and turnover of your unit. If you have deposit money left after the turnover you can expect a check within 30 days from the date you give us your keys.

**STAY WITH US:** If you are still deciding where to live go to [www.jacobgrant.com](http://www.jacobgrant.com). If you are a tenant in good standing we will **waive application fees** and give you access to your new home **a week early** so you have more time to move.

THANKS & GOOD LUCK WITH YOUR MOVE!

If you have any questions or concerns don't hesitate to call 522-3138.

Sincerely,

Jacob Grant Property Management

## MOVE OUT INSTRUCTIONS & PROCEDURES

1. **All keys are to be returned to the landlord for the property to be considered vacant**
2. **Leave garage door openers in a kitchen drawer.**
3. Remove all items from attic, crawlspace, basement, yard, shed, etc.
4. Lawn trimmed and cut properly, including removal of leaves and any trimming of bushes or weeding.
5. All trash and garbage to be removed from property. **DO NOT PILE** up garbage at the curb.
6. Repair or replace any broken door stops.
7. **LIGHT BULBS** - **ALL** light fixtures are to have working light bulbs in **ALL** bulb sockets.
8. Smoke alarm(s) will be in working order with good battery.
9. Remove any satellite dishes and seal all holes caused by the installation
10. **DO NOT** patch any holes as this typically increases the cost of returning the walls to how they were before you moved in.

### Cleaning List

#### Bathroom

- **Tub**, fixtures, and shower enclosure cleaned and gel glossed
- **Toilet** cleaned inside, and all around outside and on floor and walls
- All **drawers** and **cabinets** cleaned inside and out
- **Light fixtures, mirror**, polished
- **Switch plates, plugins and heaters** dusted and polished
- **Floor** swept, cleaned and polished
- All **trim boards and window trim** scrubbed clean
- Spot wash **walls**

#### Kitchen

- All **drawers and cabinets** cleaned inside and out
- Scrub **countertops and backsplash** and polish as needed
- **Stove**
  - Burner bowls need to be cleaned
  - Clean stove top
  - All goo and burn on needs to be cleaned from inside stove
  - Move stove and sweep and scrub floor under stove until clean
- Clean **refrigerator** inside and out.
- Remove fridge sweep and scrub floor under fridge until clean
- **Light fixtures** remove and polish
- **Switch plates, plugins and heaters** dusted and polished
- **Floor** swept, cleaned and polished
- All trim boards and window trim scrubbed clean
- Clean **walls**

#### Living Room and Bedrooms

- Wash all trim, shelves and all 4 walls in **closets**
- **Light fixtures** (remove) polished
- **Switch plates, plugins and heaters** dusted and polished
- All **trim boards and window trim** scrubbed clean
- Clean **walls**
- **Vacuum** all carpet including all corners with hose end until all debris is removed.

#### Windows throughout whole apartment

- Windows removed if possible. If not, open window to clean
- **Window frame slide** vacuumed and scrubbed clean
- **All glass** scrubbed and polished

Please notify us of anything broken, leaking or otherwise nonfunctional.

Any repainting, repairs cleaning, trash removal, and any other expenses associated with returning the condition of your home to your move-in condition will be deducted from your security deposit. Your security deposit will be mailed to the forwarding address you provide within 30 days after your Move-out inspection has been completed. Attached is a list of fees and charges for your information.

*Please understand that we want the next people that live here to have as good an experience as you have had.*

*GOOD LUCK with your move!*

## Estimated Move Out Costs

**Prices include parts and labor unless otherwise specified.**

|   |  |
|---|--|
| AIR FILTER dirty or missing air filter                          | \$10.00 each   |
| ANTENNAE – roof antennae unauthorized, removal and sealing roof | \$75.00 each   |
| AUTOMOBILE, vehicle, trailer left on premises – removal charge  | \$200.00 each  |
| CARPET – Replacement  | \$25.00 yd. (9 sq ft)  |
| CARPET Cleaning   | \$35 per carpeted room, \$85 min.<br>\$10 per stain, \$2 a stair, Odor \$50 & up |
| CEILING FAN – replacement                                       | \$140.00   |
| CLEANING – if needed before ready to rent to new Tenant.        | \$29.00/man hour, \$49 min.  |
| COVER PLATES - electric switch and receptacle cover plates      | \$8.00 each  |
| DOOR – Exterior / Interior                                      | \$150.00 & up / \$95.00  |
| DOOR STOP- Replacement or repair                                | \$10.00 each   |
| DOOR knobs – interior   | \$25.00 each   |
| ELECTRIC Outlets – replacement                                  | \$35.00 each   |
| FLOOR TILE – vinyl 12” x 12”                                    | \$2.00 each tile   |
| KEYS – not turned in  | \$10.00  |
| LAWN SERVICE -- Lawn needs cut and trimmed                      | \$50 & up  |
| LIGHT BULBS -- Burned out, missing.                             | \$6.00 each bulb   |
| LIGHT Fixtures  | \$25.00 & up   |
| LOCK – deadbolt lockset or knob lockset                         | \$35.00 each   |
| MINI Blinds – damaged or missing                                | \$45.00 and up each  |
| NAIL HOLES larger than 1/8”                                     | \$15.00 each   |
| NAIL HOLES larger than 1”                                       | \$40.00 each   |
| PAINTING – interior   | \$39.00 hr + material  |
| RANGE – replacement   | \$400.00 & up  |
| REFRIGERATOR – replacement                                      | \$520.00 & up  |
| REPAIRS by licensed trades, electrician, plumbers, roofers, etc | As charged to Landlord   |
| REPAIRS by non-licensed trades                                  | \$39.00 hr + material  |
| SATELLITE DISH – Remove and seal                                | \$80.00  |
| SHOWER HEAD   | \$25.00  |
| SMOKE ALARMS – replacement                                      | \$45.00 each   |
| Batteries   | \$6.00 Each  |
| STORM DOOR – pneumatic closure                                  | \$20.00  |
| STORM DOOR – replacement  | \$120.00 & up  |
| STORM DOOR – stop chain   | \$10.00  |
| THERMOSTAT – replacement  | \$80.00  |
| TOWEL BARS  | \$40.00 each   |
| TRASH -- Debris removal interior or exterior                    | \$200 each load  |
| WINDOW GLASS – Cracked or Broken Glass                          | \$100.00 and up  |
| WINDOW replacement  | \$150.00 and up  |
| WINDOW SCREENS  | \$35.00 and up each  |

These include many but not all of the costs associated with repairing and cleaning your residence. We would like to invite you to help us make your unit as nice and clean as it was when you moved in. Any repairs or cleaning needed to return your home to the condition it was when you moved in will be taken from your deposit. If the costs exceed your deposit you will be billed for the difference.

*Thank you for helping us keep your home nice for the next people to live in.*

*Thank You,*

Sincerely,  
Jacob Grant Property Management