

## Moveout Packet and Cleaning Checklist

Dear Tenants,

We've been happy to have you and are sorry to see you leave. If you're wondering "What do I need to do now?"

...

Prepare, prepare, and prepare! To help you avoid move-out charges — and get your full security deposit back if you paid one — here is a list of things to take care of.

- If you haven't given your written **30 day written notice**, please do so via your tenant portal.
- To avoid forfeiture of your deposit, **Please provide a forwarding address.**
- Please do any small repairs or replace items that are on the "Move Out Invoice" (attached). *(Anything not repaired or replaced may result in a charge.)*
- Please checkmark every line item on the "Cleaning Checklist" as you clean. (attached) *(Anything not completed may result in a charge.)*

Upon completion of the "Move Out Invoice Checklist" and "Cleaning Checklist," **RETURN keys and/or keyfobs with a signed cleaning checklist to your nearest Jacob Grant Office** on or before your move out date. Please note that if keys are not returned to us *(this includes leaving the key at the property)* on or before your move out date you will be charged rent for the additional days and a **\$50 non-returned key fee**. If keyfobs for Eastridge Apartments are not returned to us at time of moveout a **\$50 non-returned keyfob fee** will apply.

### **Our Locations:**

- Idaho Falls Office – 490 Park Ave, Ste 1
- Pocatello Office – 1175 Call Creek Dr, Ste 100
- Eastridge Office – 1378 Curlew Dr, Ste 135

## Frequently Asked Questions

### **Where do I leave garage door openers?**

*Please leave it in a kitchen drawer. (Do not bring garage door openers to the office.) You may be charged for any garage door openers that are missing.*

### **When can I expect my security deposit refund or final bill?**

*We will send your final statement to your forwarding address within 30 days after receiving your keys. If you paid a traditional security deposit, this statement will include any refund due. If you are enrolled in the Deposit Waiver Program, this statement will be a final bill for any charges. If we do not receive a forwarding address, your security deposit will be forfeited.*

### **What is the purpose of the "Move Out Invoice Checklist?"**

*The purpose is for tenants to replace or repair any items on this checklist so that it is not deducted from their security deposit and also to inform tenants of tenant damage costs.*

### **What do I do with utilities that are in my name?**

*If Early Termination, you will need to leave utilities in your name until the unit rents out.*

*If not Early Termination, please take out of your name and put into Jacob Grant PM on the day after your move out date.*

### **How much should I clean or what if the apartment was dirty when I moved in?**

*To ensure you get your security deposit returned you will have to do EVERY item on the "Cleaning Checklist."*

**THANKS & GOOD LUCK WITH YOUR MOVE!**

**If you have any questions or concerns please email at [support@jacobgrant.com](mailto:support@jacobgrant.com)**

### Moveout Invoice Checklist

*Prices include parts and labor unless otherwise specified.*

Description	Price Range	Qty	Price
AIR FILTER dirty or missing air filter	\$55 & up		\$
AUTOMOBILE, vehicle, trailer left on premises – removal charge	As charged to landlord		\$
CARPET – Replacement	\$5 per sqft		\$
CARPET CLEANING	Market Rate (Spot removal - \$50 each spot)		\$
CARPET CLEANING – Pet Remediation	\$500 and up		\$
CEILING FAN – replacement	\$150		\$
COVER PLATES - electric switch and receptacle cover plates	\$20 each		\$
DOOR – Exterior / Interior	\$450 & up / \$200 & up		\$
DOOR STOP - Replacement or repair	\$18 each		\$
DOOR KNOBS – interior	\$55 each		\$
DRIP PANS – replacement	\$56 each set of four		\$
ELECTRIC Outlets – replacement	\$65 each		\$
FLOOR TILE – vinyl 12” x 12”	\$60 each tile		\$
GARAGE DOOR - rekey	\$140 & up		\$
GARAGE DOOR REMOTE – replacement	\$140 & up		\$
HOUSEKEEPING	Market Rate		\$
KEYFOB (not turned in to office at move out)	\$50 Each		\$
LAWN SERVICE -- Lawn needs cut and trimmed	Market Rate		\$
LIGHT BULBS -- Burned out, missing.	\$18 each bulb		\$
LIGHT BULBS – GLOBE/VANITY – burned out, missing	\$21 each bulb		\$
LIGHT Fixtures	\$65 & up		\$
LOCK – deadbolt lockset or knob lockset	\$170 & up		\$
LVP FLOORING – replacement	Market Rate per sqft		\$
MAILBOX KEY	\$50		\$
MINI BLINDS – damaged or missing	\$130 & up each		\$
NAIL HOLES larger than 1/8”	\$25 each		\$
NAIL HOLES larger than 1”	\$60 each		\$
NON-RETURNED KEY - at moveout (this includes leaving in the home)	\$50		\$
OZONE TREATMENT	\$150 and up		\$
PAINTING (FULL) – interior	\$2.75 per sqft		\$

<b>Description</b>	<b>Price Range</b>	<b>Qty</b>	<b>Price</b>
PAINTING (TOUCH-UP)	Market Hourly Rate		\$
RANGE – replacement	Market Rate		\$
RANGE HOOD FILTER – replacement	\$60 & up		\$
REFRIGERATOR – replacement	Market Rate		\$
REKEY LOCKS (keys not turned in to office at move out)	\$50		\$
REPAIRS by licensed trades (electrician, plumbers, roofers, etc)	As charged to Landlord		\$
SATELLITE DISH or ANTENNAE – Remove and seal	\$150		\$
SHOWER HEAD	\$45 & up		\$
SMOKE ALARMS – replacement Batteries	\$70 each alarm / \$10 each battery		\$
THERMOSTAT – replacement	Market Rate		\$
TOWEL BARS - damaged or needs replaced	\$60 & up		\$
TRASH -- Debris removal interior or exterior	\$350 per trailer load / \$100 minimum		\$
WINDOW GLASS – Cracked or Broken Glass	Market Rate		\$
WINDOW replacement	Market Rate		\$
WINDOW SCREENS	\$105 & up each		\$
<b>NOTES:</b>	<b>Total</b>	<b>Total</b>	<b>\$</b>

## CLEANING CHECKLIST

***\*PLEASE CHECKMARK EVERY LINE ITEM AS IT IS DONE TO ENSURE RETURN OF YOUR SECURITY DEPOSIT***

### **Living Room**

- All items removed from the walls and filled in with putty (do not over apply)
- Carpets vacuumed including the edges
- Light switches, covers & outlets cleaned
- Window sill & tracks cleaned out
- Windows cleaned
- Window blinds vacuumed and wiped off
- Front door wiped down, any sticky substances removed from front and back
- Walls and plant shelves cleaned
- Light Fixtures wiped down, cleaned and burned out bulbs replaced
- Trim wiped down and cleaned
- Change Furnace filter
- Clean all the vents in the room

### **Bedrooms**

- All items removed from the walls and filled in with putty
- Carpets vacuumed, including edges
- Light switches, covers & outlets cleaned
- Window sill & tracks cleaned out
- Windows cleaned
- Window blinds vacuumed and wiped off
- Walls cleaned
- Doors dusted and wiped down
- Dust and wipe down closet shelves
- Light Fixtures wiped down and cleaned
- Trim wiped down and cleaned
- Clean all the vents in the room

### **Kitchen**

- All items removed from the walls and filled in with putty
- All food removed from fridge, freezer, and cupboards
- Light switches, covers & outlets cleaned
- Window sill & tracks cleaned out
- Windows cleaned
- Window blinds vacuumed and wiped off
- Walls cleaned
- Cabinet fronts, tops & insides washed down

- Disposal flushed out (pour a little bleach or lemon juice for freshness)
- Dishwasher runs through a cycle without dishes to remove excess food. Outside wiped down.
- Drawers washed inside and out
- Fan above the stove dusted and fan cover washed
- Freezer defrosted and wiped down. Do not use any sharp tools to remove ice.
- Fridge racks, drawers, behind drawers, shelves & all compartments cleaned. (Leave ON)
- Vacuum and wipe down above the kitchen cabinets and remove all décor.
- Gently pull the fridge out and clean underneath and behind. Clean fridge as well.
- Stove burners and underneath (top lifts up) washed and cleaned out.
- Broiler drawer under oven cleaned out.
- Floor beneath the stove swept and mopped
- Microwave cleaned inside and out
- Outside of stove and stove top cleaned to shiny. (Replace drip pans if not shiny)
- Oven cleaned. Wipe the inside out until inside is shiny and all burnt food is removed
- Entire floor should be swept and mopped, trim should be cleaned
- Countertops and edges scrubbed & cleaned
- Light Fixtures wiped down and cleaned
- Trim wiped down and cleaned
- Clean all the vents in the room

### **Bathrooms**

- All items removed from the walls and filled in with putty
- Floor swept & mopped and all edges cleaned
- Light switches, covers & outlets cleaned
- Shower scrubbed so there is no soap scum or hard water spots
- Shower fixtures polished
- Mirrors cleaned
- Walls cleaned
- Door dusted and wiped down
- Sinks, edges, & fixtures cleaned & polished
- All cabinets cleaned inside and out
- Towel racks cleaned and polished
- Light Fixtures wiped down and cleaned
- Inside toilet bowl cleaned to remove any rings and build up
- Toilet lid, under seat and around base cleaned
- Countertops and edges scrubbed & cleaned
- Trim wiped down and cleaned
- Clean all the vents in the room

### **Laundry Room**

- All items removed from the walls and filled in with putty

- Floor swept & mopped and all edges cleaned
- Light switches, covers & outlets cleaned
- Washer wiped down and cleaned inside & out
- Dryer wiped down inside & out
- Shelf wiped down and dusted
- Walls cleaned
- Door dusted and wiped down
- Wipe down vacuum container and replace vacuum bag (can be purchased at model home)
- Wipe down all central vacuum parts, hoses, and attachments.
- Change Furnace Filter in Utility Room.
- Clean all the vents in the room
- Clean Drip pan under water heater

### **Garage**

- Clean door going into the garage (the standard 8 ft. door)
- Clean out all items & garbage
- Sweep out entire garage