

PREPARING YOUR HOME FOR A MOVE OUT

Every year we are asked how to get your deposit back, and every year tenants walk away from a property without doing the things required to get that deposit back, and then complain. This cleaning checklist is being provided as a courtesy by management to help assist you with the cleaning/ move out process. This list includes, but is not limited to, major items and action required by the lessee. There may be items not listed, which also require consideration and action. REQUEST A PREINSPECTION (request a month or so prior to your move out)

Check off each item as you have completed it

GENERAL/ ALL ROOMS

_____ Take out all nails and screws from the walls. If you know how to properly fill them, then do. If not, you are better to leave it to the pros. If done wrong you will be charged to redo it.

_____ Clean inside and outside of all window, clean all window tracks and window sills.

_____ Clean and dust all blinds. They must be free of ALL dirt and dust.

_____ Wipe down all baseboards, and walls. DO NOT, scrub walls if painted with flat paint, as you will take off the paint.

_____ Clean all light fixtures. Install the globes properly, if they fall and break you will be responsible.

_____ Wipe down doors, jams, molding and door knobs.

_____ Wipe off all light and switch plates.

_____ Remove all cobwebs

_____ Vacuum. The unit will need to be professionally clean, but unless you are giving us a unit back in great condition you are better off having us do the work after you have vacated. If you clean the carpets, but give us back a unit in need of major cleaning, painting and repairs, we will have to cover the carpets, or re-clean them after the other work is done, at a cost to you. So, leaving it for us to hire out is a better option.

_____ Scrub and mop all solid surface flooring. Remove scuffs. Get in the corners

_____ Clean and dust ALL vents, A/C, Heater and exhaust fans in entire house.

_____ Remove all personal property from the inside and outside of home, all drawers, closets, basement, garage, etc

_____ Clean out fireplace and vacuum it.

_____ Make sure that every item noted on the move in sheet has been addressed and has been left as it was noted.

_____ Porches/exterior door must be clean, moped, wiped down. This includes siding or exterior that was dirtied.

BATHROOM:

_____ Clean out all drawers, closets wipe down shelves and drawers, and front of cabinets

_____ Clean mirror, toilet, sink, shower and tub, etc..

_____ Clean off all soap scum from showers, shower doors, faucets, sinks etc..

_____ Clean floors, baseboards,

_____ Caulking must be free of mildew or will be re-caulked.

KITCHEN:

_____ Clean out all drawers, closets wipe down shelves and drawers and front of cabinets

_____ Clean off countertops

_____ Clean inside out outside of all appliance.

_____ Take all shelves out of fridge and freezer, clean and defrost freezer if needed. Clean inside and out. Pull out fridge to clean under it. (MAKE SURE YOU DO NOT DAMAGE TO FLOOR WHEN YOU PULL IT OUT).

_____ Clean off all soap scum from faucets, sinks etc..

_____ Scrub inside and outside of oven. There must not be any grease, oil burn left on. Lift up top of the stove to clean under the stovetop. Clean drip pans. If you are not able to get them 100% clean you are better to simply replace them, as we will if left dirty. But make sure you get the correct size.

_____ Clean vent oven stove. Remove all grease from vent and area (walls) surrounding the stove.

BEDROOM / LIVING ROOM / HALL:

_____ Dust, sweep, vacuum/mop.

GARAGE:

_____ Completely empty, sweep, remove webs, and wipe down cabinets and appliances as needed.

OUTSIDE:

If landscaping is not paid by us, we will expect the following

_____ Cut grass, remove all clippings, leaves, etc..

_____ Pull weeds.

_____ Remove all personal belongings

_____ Scrub stairs and porch as needed. Clean any parts of the building that was dirtied.

_____ If areas of grass have died, reseed them.

MAINTENANCE:

Each house is different, so we suggest picking up a copy of your move in inspections and walking through the property to see what has been damaged. Go item by item. This list will give you an idea, but WILL NOT be everything.

These are items that we see a lot of damage on and are things that you can fix/replace fairly easy.

_____ All light bulbs must be in working condition. Replace with the same bulb types currently in the fixtures.

_____ Smoke detectors CO2 must be installed and working. If you took it down, put it back up. If it is not working, replace the battery.

_____ Furnace Filters are your responsibly to change every 3-6 months. If they are dirty when you move out, replace them,

_____ Blinds, if strings are broken, slats are bent, replace them. Measure and replace with like/kind blind. DO NOT purchase a lower quality blind then what is there or it will be replaced at your cost. Most home improvement stores will cut to exact size.

_____ Screens - If torn, take them to Miller Glass to re-screen. If bent have them make a new one. This will save you the cost of paying a maintenance person to do the legwork. This includes screen doors.

_____ If you have changed out any locking knobs, reinstall non locking knobs or you will be charged.

_____ Return ALL copies of your keys at your move out or the unit will be rekeys (\$90-\$150+ on average)

_____ If you have damaged a door or door jam we suggest leaving that to the professionals. Doors are expensive and if done incorrectly it could cost you more. If you must do it, we suggest calling ABC Repair weeks before the move out and schedule.

_____ Check things like toilet seats, towel bars, TP holders, and replace if broken

_____ Paint is prorated depending on how long you have been in a unit. After 1 year in a unit a tenants pays for 2/3rds of the cost. After 2 years 1/3rds of the cost, after 3 years no cost to the tenants for normal wear. Holes, smoke damage, changing color of the wall are always tenant charges. We suggest leaving it to the professional, however if you decide to touch it up, make sure you use the right color, sheen and you do it right. Doing it incorrectly, or getting paint on carpets, tile, molding, WILL cost you more in the end. If any paint is needed, the painters will automatically wipe down all base boards, and cobwebs. Sometimes these are hard to see, so if you are leaving the painting for us to address, no need to wipe down baseboards and cobwebs as they will be redone by the painters.

_____ Change out any cracked or damaged face plates.

_____ Call Miller glass to repair any broken or cracked glass not listed on your move in.

_____ Check any other items that may be damaged or broken and repair

COMPLETING THE ABOVE ALONG WITH A PRE-INSPECTION WILL GIVE YOU A GREAT CHANCE OF GETTING YOUR DEPOSIT BACK. If you hire companies to do work on your unit, MAKE SURE that they will guarantee their work. Have the work done, complete your pre move out, and then call them back on any items we find needing additional work. If left to us, We will hire our vendors to complete. Pre inspections should be done 2-3 days prior to your move out to give you time to finish up. If you wait until your final inspection, it is too late. At your final inspection you will be required to give back the keys and will no longer have access to do any additional work on the unit, so schedule that pre-walk through and schedule it early, we book up fast.

We want to return your deposit, but that is up to you. We are giving you all the information and the tools you need, but if you choose to simply walk away and leave the unit dirty and damaged, we will clean and repair it and you will be charged. We are not interested in hearing you complain after the fact. When you moved in we did a complete move in list and wrote down the condition of the unit, your unit signed it. That is what we will go off of. We are not interested in hearing that the unit was dirty or damaged at move in. If it was, the move in sheet will reflect that. If it does not, then it means it was clean and undamaged. We profit ZERO off turns, so the less that we have to do, the better for us. We will however clean and repair items that need it, and the appropriate person will be charged. We are willing to help where we can and this list is a good place to start. Take advantage and use it.

You are certainly welcome to find someone less expensive, and we are giving you this notice MONTHS in advance to do just that. However if you leave the unit dirty and damaged we will do the work, these are examples of the fees you will be charged, and we are not be interested in listening to complaints after the fact. An inspection is done at your move in that you are REQUIRED to complete and sign. That lists the condition that you received it. Please do not state that it was in any other condition, than what is listed. A signed inspection was completed for the purpose of ALL parties to agree and sign, and all parties present did. If you did not agree, then you should not have signed. ALL parties are over the age of 18 and capable of completing a walk through.

If you choose to leave it to us to fix, that is fine, HOWEVER we do not want to hear from your cosigners as to WHY they did not receive your deposit back. That it your job to explain it to them.

If you choose to leave it back to us to do all the work, TAKE NOTE:

We subcontract out all work. If you expect us to fix your damages, we do not work for free. If you leave a messy, filthy unit back to us and we are required to hire a vendor, inspect their work and then pay them, we will charge you a \$25/PER VENDOR service charge for our time to do that work. We will use our vendors and "if" they give us a discount, that discount will be passed on to you.

EXAMPLES OF COST (prices vary based on unit, amenity, size, etc.)IF YOU DO NOT WANT TO PAY THESE PRICES, HAVE THE WORK DONE BEFORE YOU MOVE OUT, AND COMPLETE A PREINSPECTION TO CONFIRM IT IS 100% GOOD!!!! These are only estimates, you can call the vendor listed for an actual price if you want to hire them prior to move out.

CLEANING AVERAGER \$25- \$28 PER HOUR Annettes Mop and Bucket 354-0369

1 bed/1bath	Minor (few items)	3+ hrs	Medium cleaning (most noted touch up)	7+ hrs	Complete clean (most noted as dirty)	12+ hrs
2 bed/1bath	Minor (few items)	4+ hrs	Medium cleaning (most noted touch up)	8+ hrs	Complete clean (most noted as dirty)	15+ +hrs
3 bed/2bath	Minor (few items)	4+ hrs	Medium cleaning (most noted touch up)	8+ hrs	Complete clean (most noted as dirty)	18+ hrs
4 bed/2bath	Minor (few items)	5+ hrs	Medium cleaning (most noted touch up)	9+ hrs	Complete clean (most noted as dirty)	20+ hrs
5 bed/3bath	Minor (few items)	6+ hrs	Medium cleaning (most noted touch up)	10+hrs	Complete clean (most noted as dirty)	22+ hrs

When we refer to clean, we are referring to move in ready, not just wiped down. For each month you lived in a unit you should assume that it will take you 1-2 hours to clean, **longer for larger units.**

PAINTING Average \$40- \$45 per hour In Color Painting - 354-3177

1 bed/1bath	Minor	\$250ish	Medium	\$350ish	Heavy	\$450ish	Complete	\$900ish	Holes (fist)	\$110 per hole repair
2 bed/1bath	Minor	\$300ish	Medium	\$450ish	Heavy	\$650ish	Complete	\$1200ish		
3 bed/2bath	Minor	\$400ish	Medium	\$600ish	Heavy	\$900ish	Complete	\$1500ish		
4 bed/2bath	Minor	\$500ish	Medium	\$700ish	Heavy	\$1000ish	Complete	\$1800ish		
5 bed/3bath	Minor	\$600ish	Medium	\$850ish	Heavy	\$1200ish	Complete	\$2000ish		

CARPET CLEANING Price based on Bid Carpet Restoration -895-8177

1 bed/1bath	\$90+ (Plus any deodorizing, repairs, damage, stairs, or extremely dirty)
2 bed/1bath	\$130+ (Plus any deodorizing, repairs, damage, stairs or extremely dirty)
3 bed/2bath	\$160 + (Plus any deodorizing, repairs, damage, stairs or extremely dirty)
4 bed/2bath	\$195 + (Plus any deodorizing, repairs, damage, stairs or extremely dirty)
5 bed/3bath	\$220+ (Plus any deodorizing, repairs, damage, stairs or extremely dirty)

MAINTENANCE (EXAMPLES) Average cost \$50-\$60/per hour ABC Maintenance 519-8424

R+R Exterior Doors damaged with Paint	\$275+	Key (1) Door Lock or Deadbolt (re-key)	\$65-\$100+
R+R Interior Doors damaged with Paint	\$200+	R+R (1) Replace Blind	\$60-\$80+ (Average Size)
R+R (1) Window Screens (Average Size)	\$50-\$70+	R+R Of Toilet	\$250+, broken
R+R (1) Broken Door Jam with Paint	\$150-\$200+	R+R 1 Smoke Detector	\$40-65+
Caulking Around Bathtub/sinks, Mold from not cleaning	\$40-60+	R+R 1 Carbon Monoxide Detector	\$40-\$65+
R+R (1) locking bedroom doors	\$60- \$90+	R+R Light Bulb	\$38 \$40+ (1 hour labor + cost bulbs)
Patch/Repair Sheetrock & Paint (12"x12" hole)	\$75-\$100+ Re	R+R 1 A/C Filter	\$40-\$45(1 hour labor + cost Filter)
Replace Door Knob,(broken)	\$50-\$60+	Broken/cracked windows	\$50- \$300+ (single/double
Replace broken Towel Bar	\$50-\$60+	Broken Cabinets/drawers	(\$50-\$200)
Removal Of Hair From Drain	\$46+		
1 Set Drip Pan (4 in a set)	\$30-\$80+		
Screen Door	\$150+		

REMEMBER WITH MAINTENANCE YOU ARE PAYING FOR THEIR TIME TO INSPECT, DRIVE TO GET MATERIANLS AND COME BACK AND INSTALL. IF YOU TAKE CARE OF THESE ITEMS **BEFORE** YOU MOVE OUT, YOU ARE PAYING FOR THE COST OF MATERIALS, BUT NO THE COST OF LABOR.

AFTER YOU MOVE OUT, DO NOT TELL US THAT YOU FEEL THE PRICES ARE TOO HIGH. THESE ARE OUTSIDE VENDERS AND NOT PART OF THIS OFFICE. WE HIRE THEM AND PAY THE SAME AMOUNT WE ARE BILLING YOU. AFTER THE WORK IS DONE, IT IS TOO LATE TO COMPLAIN. SCHEDULE A PREWALK THROUGH, GET A LIST OF WHAT HAS TO BE DONE AND DO IT!!!! IF YOU ARE UNABLE TO DO IT, THEN HIRE SOMEONE. BUT IF YOU LEAVE IT TO US, THIS IS WHAT IT IS GOING TO COST YOU, NO EXCEPTIONS!!!!

PLEASE BE AWARE THAT IF YOU HIRE A CLEANING COMPANY, CARPET CLEANER, OR ANYMOE TO DO WORK FOR YOU, IF IT IS NOT GOOD ENOUGH, WE WILL HIRE THE COMPANIES THAT WE USE TO GO BACK OVER AND COMPLETE TO OUR STANDARDS. IF YOU WANT TO MAKE SURE THAT YOUR PEOPLE HAVE THE ABILITY TO GO BACK OVER, SCHEDULE A PREINSPECTION IN PLEANTY OF TIME BEFORE YOUR MOVE OUT, COMPLETE THE WORK, HAVE US DO THE PREINSPECTION TO MAKE SURE IT IS UP TO PAR. IF NOT THIS WILL GIVE YOU TIME TO HAVE YOUR CLEANERS (OR WHOMEVER) GO BACK BEFORE THE FINAL INSPECTION. ONCE THE FINAL INSPECTION IS DONE, YOU AND WHOMEVER IT IS THAT YOU HIRED WILL NO LONGER HAVE ACCESS TO THE UNIT.