



## Move Out Instructions

We understand that your last few weeks of residence will be exceptionally busy ones; however, we do request that you attend to a number of small, but important details.

- We must know the exact date the home will be completely vacant so we may represent the property as being available for new tenants on that date.
- If vacating in the winter, set the thermostat no lower than 60 degrees to prevent freezing of pipes.
- We must have your forwarding address.
- All utilities must remain on for 2 business days after your move-out date so the property inspection can be performed.

Please remember that a certain amount of cleaning is expected of you when you move out. It is our goal to refund 100% of your security deposit and by following the checklist below you will help us achieve that goal. If you need assistance with any of these items, we have a list of professionals that we can refer.

### **Kitchen**

- All exhaust fans and vent covers should be in working order and clean of dust and grease. Filters can be washed in the dishwasher.
- Kitchen cabinets, shelves, drawers, and countertops must be washed inside and out and all shelf liners removed.
- Refrigerators must be cleaned inside and outside. They must also be pulled out and all dust and dirt removed from the back, sides, floor, and walls surrounding the appliance. Leave refrigerators running; do not disconnect or turn them off.
- Stoves, ovens, cooktops and microwave must be cleaned inside and outside including areas around and underneath them. **Do not use steel wool on appliances** – plastic scrub pads work best. Be sure to operate the self-clean cycle if applicable.
- Dishwashers and trash compactors must be cleaned inside and outside, especially the inside lip of the door.
- All sinks, faucets, and garbage disposals must be washed out and wiped clean.
- Kitchen walls and floors must be washed and free of stains, dust, dirt, and grease.

### **Bathrooms**

- All bathroom floors and walls must be cleaned with particular attention paid to the grout and caulking.

Tenant Initials: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ Landlord or Landlord Rep: \_\_\_\_\_



- All tubs, showers, sinks, and commodes must be cleaned, disinfected and free of soap scum and cleaner residue.
- All medicine cabinets, vanities, and drawers must be cleaned inside and outside and any shelf liners removed. All mirrors should be wiped clean.

### **All Rooms**

- If you made any alterations to the home, including painting, you must restore it to its original condition unless otherwise agreed to in writing.
- All non-carpeted floors should be free of stains, dust and debris and should be mopped.
- All windows, screens, and window sills must be washed.
- All window treatments such as curtain rods, shades, and blinds that were provided, must be cleaned and left in good working order.
- Sliding glass doors must be wiped and the door tracks cleaned.
- All walls, ceilings, and closet interiors must be free of smudges, grease and food stains. A light cleaner such as "Soft Scrub" will remove black marks from walls.
- All woodwork, moldings, doors, baseboards, and trim must be free of dust, dirt, and debris.
- All electrical outlets and switch plate covers must be free of dirt and smudges.
- All light bulbs must be in working order and light fixtures cleaned inside and out.
- All smoke and carbon monoxide alarms must be in working order with fresh batteries.
- Laundry and utility rooms must be free of dust, dirt and debris.
- If washing machine and dryer are present, they must be cleaned inside and outside, including floor.
- A/C and furnace filters must be changed.
- All fireplaces must be broom-swept and free of ashes, wood, and debris.
- Chimneys should be professionally cleaned with invoice of work provided to management.

**All carpeted surfaces including steps will be contracted by ForeFront Property Management and the actual cost will be deducted from your security deposit.**

### **Grounds**

- All trash, yard debris, and personal items must be removed from the property. If trash collection is not scheduled for the day you vacate, please make arrangements ahead of time to have the bulk items removed prior to that date. A minimal amount of trash may be left at the curb or pickup point.

Tenant Initials: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ Landlord or Landlord Rep: \_\_\_\_\_



- All flower and shrub beds must be clean and free of weeds, leaves, and debris. Be advised, we do not consider leaves and debris as mulch. Install new mulch as needed.
- All shrubs must be neatly trimmed.
- All grass must be cut and edged and free of debris.
- All walkways, patios, and porches must be swept and free of weeds.
- All oil stains must be removed from the garage and/or driveway.
- The garage must be swept clean.
- All dog feces must be removed.
- All holes in lawn must be filled with soil.

### Keys

- On the day of your move-out, please return all keys, garage remotes, access cards, etc. to our office. When you are 100% done at the property, please lock the front door behind you and call us to notify that you are on your way to surrender the property. You will not be allowed to access the property after this time for any reason.

### Security Deposit

- We have 30 days to send you an itemization of your security deposit upon two events occurring: (1) you surrender the property (turn in keys...see above "Keys"); and (2) you provide us your forwarding address. Please don't call or email asking what deductions there are. Itemizations are usually completed between the 20-25<sup>th</sup> of each month following the month in which you moved out.

### NOTE:

- All cleaning, yard work, etc. must be finished on or before the lease expiration date (your move-out date). Should you not fulfill all of these obligations, they will be completed for you by ForeFront Property Management at your expenses. ForeFront Property Management will add a \$100 coordination fee to schedule repairs/unfinished work.
- In addition, a move-out survey will be done of the property upon your surrendering. If the property is found to **not** be rent-ready and needs any make-ready work scheduled, the cost of the property survey will be charged to your deposit. The estimated charge is \$75. This survey is not scheduled with you upon surrendering. It is done by a third-party company.

Tenant Initials: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ Landlord or Landlord Rep: \_\_\_\_\_



### Estimated Costs

Prior to your move-in, your rental property will be cleaned, and any carpet will be professionally cleaned. Upon your move-out, the unit is expected to be in the same clean condition.

Upon move-out, the following items will be inspected and considered with respect to possible deductions from your security deposit. Final deductions will be based on the actual cleaning or repair costs incurred by us from the respective contractor. **ForeFront Property Management will add a \$100 coordination fee to schedule repairs/unfinished work.**

1. Haul trash, debris, unclaimed items to city landfill fee	\$ 75+ dump
2. Clean stove	\$50.00
3. Clean refrigerator	\$50.00
4. Clean mini blinds	\$50.00
5. Mop and wax all non-carpeted floors	\$50.00
6. Clean bathroom(s)	\$50.00
7. Vacuum Carpet	\$50.00
8. Professional Carpet Cleaning	\$250.00
a. Topical Pet Treatment	Actual Cost
b. Ozone Machines (dog or other smell)	Actual Cost
9. Clean all mirrors, cabinets, drawers, and shelves	\$50.00
10. Replace missing or burned-out light bulbs	\$50.00
11. De-flea or other pest control	\$75.00
12. Remove pet feces from any area	\$50.00
13. Replace dirty A/C filter	\$50.00
14. Mow and trim lawn	\$50.00
15. Weed and mulch beds	\$50.00
16. All other	\$50.00
17. Move-out Property Survey Report (if NOT rent-ready)	\$75.00
18. ForeFront Coordination Fee (if we have to schedule work)	\$100.00

Tenant Initials: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_      Landlord or Landlord Rep: \_\_\_\_\_