

MOVE-OUT PACKET

(Lease Addendum F)

Dear Tenant,

Your stay with us is coming to an end. We hope you have enjoyed your tenancy. To help facilitate your move, we have created this ‘**move-out packet**.’ Carefully following these step-by-step instructions will help ensure that you receive the largest possible refund from your security deposit.

Now that you have given notice to move out, you will need to vacate the property by the date shown on the “30-Day Notice.” If you are not completely moved out by that date, you will forfeit your security deposit and may be subject to other charges as noted in the Lease Agreement. If you wish to change your move-out date, you will need to fill out a ‘Change of Move-Out Notice’ in our office. Remember, all rent must be paid in full by your move out date. Any outstanding rent charges will be deducted from your Security Deposit or charged to you directly. Please make sure your account is up to date so these charges can be avoided!

We will be advertising the premises and arranging for prospective tenants to view the property—we thank you in advance for being cooperative and flexible in showing the property. If you have any questions at all please feel free to give us a call—we’re here to help! We wish you the best in all your endeavors and hope you will keep us in mind when looking for future rentals.

Here are the steps to be followed:

1. **Return all keys** and garage door openers.
2. Provide a **forwarding address**. Remember, the refundable portion of your security deposit will be sent within 30 days of your move-out. Please remember to provide us with the correct forwarding address! If not, it will be sent to the property you vacated.
3. File a **change-of-address form** with the post office. We are not responsible for undelivered mail.
4. **Do not turn off the utilities** to your unit! This is very important! We will have them transferred into our name the day after your move-out. If you turn the utilities off in error, you will be charged a re-activation fee.
5. Do not unplug or turn off your **refrigerator**. Instead, change the dial to the lowest setting.
6. Clean your unit and return it to **RENT READY STATUS**. A checklist is provided in this move-out packet—keep in mind that these requirements were completed prior to your arrival and must be completed before your departure. Please be advised that if you are unable or unwilling to complete these tasks, cleaners will be sent at your expense. The cost is \$15/hour, so please clean thoroughly to avoid these charges.
7. Replace all **light bulbs** and smoke detector **batteries**, if necessary.
8. Set thermostat to 55* (During winter months, leave one faucet dripping).
9. Fill all **nail holes** in your unit. Rentmaster policy dictates that all nail holes must be filled before the next tenant moves in. While supplies last, you may purchase a nail hole repair kit in our office for \$8, but if you do not fill your nail holes, they will be filled at your expense.
10. **Do not paint** for any reason! You are not required to paint over nail holes, per your lease agreement.
11. If you have a storage area, make sure it is empty and swept out.
12. **REMOVE ALL BELONGINGS** from your unit. We are not responsible for items left behind, and if we have to remove them you will be charged a removal fee. The cost for maintenance is \$35/hr.

MOVE-OUT FEES THAT CAN BE AVOIDED

- Keys not turned in:
 - \$10/unit key
 - \$20/mail key

- \$75/garage door opener
- \$120/club house key
- Maintenance issues caused by tenant \$35/hour for labor (1 hour minimum)
- Cleaning \$20/hour (based on final inspection, subject to Lessor's "rent-ready" standard)
- Re-key doorknob or deadbolt \$35/minimum (parts, plus labor)
- Unfilled nail holes up to \$5 per hole
- Light bulbs \$3/each for standard bulbs, \$5 for other bulbs (round, floodlight, etc.)
- Fluorescent bulbs \$15 each
- Smoke detector batteries \$3/each
- Smoke detector units damaged/removed by tenant \$20 each
- Burner Bowls—they will need to be replaced unless they are in near perfect condition. Any dirt, rust, grease, or other stains remaining after cleaning are cause for replacement bowls. Please replace them yourself to avoid maintenance charges.
 - Small \$5.50/each
 - Large \$7/each
- Dirty/missing air filter \$12/each
- Late fees for unpaid rent \$10/day

GENERAL CLEANING CHECKLIST

Exterior:

- Wipe down/dust all outside light fixtures, windows, tracks, and sills.
- Sweep walkway, doorstep and porch
- Clean all doors, door panels, and doorknobs removing dirt, dust and grime
- Pick up any items left around the Premises
- If applicable: make sure garage and patio is completely swept out and no items are left behind

Entryway:

- Clean all baseboards, light fixtures, windows, tracks and sills.
- Clean all light switches and sockets
- Clean blinds-removing dust and dirt
- Sweep and mop or vacuum (whichever's applicable)
- Clean closet shelves and doors—including door panels (dust tends to settle in them)
- Make sure smoke detector is in working order—replace batteries if needed
- Fill nail holes!
- Dust all floor, ceiling, and wall vents (some may need to be wiped down with a damp rag)

Tip: Toothbrushes and Q-tips work well for getting the window tracks clean! (Swipe the tracks with the toothbrush then dip it in water to clean. Repeat this several times until the tracks are clear.)

Kitchen:

- Sweep and mop (or vacuum if it's carpeted!) floors
- Clean all baseboards
- Clean out all cupboards inside and out, removing any dirt, food, spills, etc.
- Clean all surfaces including countertops and sink area
- Clean any spills, splatters, etc. from walls
- Clean all windows, sills, tracks, and blinds
- Clean out pantry completely
- Clean the inside and outside of the microwave—pay special attention to the ceiling inside the microwave and the top outside of the microwave. Creases and ledges need to be thoroughly cleaned out. Be sure to remove and thoroughly clean interior parts.
- Clean the inside and outside of the fridge and freezer; pay special attention to the seal, drawers, and shelves. Vacuum or dust vent areas (below door or behind appliance). The fridge **MUST** be completely pulled out so you can sweep and mop behind/underneath it. Leave the fridge pulled out for Rentmaster's inspection.
- Clean the outside, inside, and seal of the dishwasher. Remove any excess from filter (inside on bottom).

- Clean out the inside and outside of the oven including the racks and pull out drawer—*note: you cannot just turn on the “self-cleaner” and assume it will clean the oven completely. It will help, but you will need to go back in when the cycle is done to wipe it down and ensure it’s completely clean.* The hood and range must also be cleaned inside and out.
- The stove MUST be completely pulled out and swept and mopped behind/underneath it; also clean the top, outside, and underneath the burner bowls. Leave the stove/oven pulled out for Rentmaster’s inspection. Note: If the burner bowls do not come completely clean (dirt, rust, grease, etc. remaining) they will need to be replaced.
- Clean all light fixtures, light switches, vents, and sockets—replace light bulbs as needed
- Clean all doors—pay special attention to the door panels; dust tends to settle in them
- Clean ceiling if needed
- Fill nail holes!
- Dust all floor, ceiling, and wall vents (some may need to be wiped down with something damp)

Tips: Some knobs can be easily pulled off and cleaned; Oven cleaner or “Ajax” is great for charred areas; “409” or other de-greasers work well on black splash and hood; unplug freezer when wiping down; “Magic Erasers” removes dirt quickly from textured finishes and handles; use toothbrush on creases and cracks.

Living Room/Bedrooms/Hallway

- Vacuum (or sweep/mop-whichever is applicable)
- Clean all baseboards, surfaces and ledges
- Clean walls and ceiling if necessary
- Clean all windows, tracks, sills, and blinds. Note—you will need to wash out rag frequently to clean blinds appropriately. ALL dirt and debris is expected to be clear and clean—yes, even in the corners and strings!
- Launder any drapes or valences
- Clean all doors, light switches, and sockets. Make sure and wipe down the dust that tends to set in door panels.
- Clean light fixture and fan paddles—replace light bulbs as needed
- Replace smoke detector batteries if needed
- Clean any shelving or ledges in closets
- Fill nail holes!
- Dust all floor, ceiling, and wall vents (some may need to be wiped down with something damp)

Tips: “Magic Erasers” are great for scuffs and difficult to remove marks. Tooth brushes are great for hard floors in the corners and tight spaces; it makes the job quicker and easier if you vacuum or dust the blinds and tracks prior to wipe down!

Laundry Room:

- Clean the top, bottom, inside, and outside of the washer and dryer. Clean out the lint catcher and detergent dispensers. Vacuum all reachable areas for lint.
- Sweep and mop floors
- Clean all doors, door panels, surface ledges, cupboards, and shelves
- Wipe down walls if necessary
- Dust all floor, ceiling, and wall vents (some may need to be wiped down with something damp)

Tip: Use toothbrush on lid lip and around corners and hinges

Bathroom:

- Sweep and mop floors
- Clean all baseboards, doors, door panels, light switches and sockets. Note: bathroom doors can sometimes have a layer of hairspray on them—clean them thoroughly!
- Clean out the medicine cabinet and wipe down the mirror
- Clean the light fixture and replace light bulbs as needed
- Clean walls and fill nail holes
- Clean the window, track, sill, and blinds
- Clean the vanity and countertops
- Clean the sink area and faucet
- Clean the outside and inside of the cabinets—All hair, grime, etc. must be cleared—including in the corners!

- Clean the inside, outside, and in the corners and crevices of the toilet—every surface must be clean! Note: Plunge toilet to get water to lowest level then treat with toilet cleaner and scrub well (you may need a pumice stone for difficult grime)
- Wipe down toilet bars and toilet paper dispensers
- Thoroughly clean the bathtub and shower area—including the sides, bottom, top ledges, handles, and curtain rod
- Dust all floor, ceiling, and wall vents (some may need to be wiped down with something damp)

Tip: You may need to “scrub” and use some elbow grease! After all, you use these items frequently; “Ajax” or “Comet” work great to remove water spots and some rust spots; use a toothbrush for faucets and handles; “CLR” makes the job quicker and easier; Take a toothbrush to any caulking around sinks and countertops (water and dish soap, in a cup, are a great mix to rinse toothbrush while cleaning); bleach sanitizes very well—be sure to follow manufacturer’s instructions.

Major Helps: (use the following according to manufacturer’s instructions)

- Gloves
- All-purpose cleaner
- Duster
- Magic Eraser
- Step stool or small ladder
- Wash cloths and sponge (with rough side)
- De-greaser
- Elbow Grease

Call Rent Master with any questions or if you need more tips. We are happy to help ☺