



TENANT _____
ADDRESS _____

MOVE-OUT PACKET

(Lease Addendum F)

TO ENSURE YOUR FULL DEPOSIT, DO THE FOLLOWING:

*Bring this packet back in with your keys on move-out date.
Please check off the list and sign the bottom when finished.*

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. **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 \$40/hr.
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 \$25/hour, so please clean thoroughly to avoid these charges.
7. Replace all **light bulbs**, smoke detector **batteries**, and **air filters**, if necessary.
8. Set thermostat to 55* (During winter months, leave one faucet dripping).
9. **DO NOT** Fill any **nail holes** in your unit (this includes excessive spackle, toothpaste, white out, or any other form of nail hole filling). IF there is excessive nail hole/damage to the walls our maintenance staff will repair on your behalf.

10. **Do not paint** for any reason unless you have prior Rentmaster written approval!
11. If you have a storage area and/ or garage, make sure it is empty and swept out.
12. **Return all keys** and garage door openers. As long as you have the keys, you have possession of the property and should pay rent and utilities until the day the keys are returned to Rentmaster.

MOVE-OUT FEES THAT CAN BE AVOIDED

- Keys not turned in:
 - \$60/unit key
 - \$75/mail key
 - \$75/garage door opener
 - \$120/club house key
- Maintenance issues caused by tenant \$40/hour for labor (1 hour minimum)
- Cleaning \$25/hour (based on final inspection, subject to Lessor's "rent-ready" standard)
- Re-key doorknob or deadbolt \$40/minimum (parts, plus labor)
- Light bulbs \$3/each for standard bulbs, \$5 for other bulbs (round, floodlight, etc.)
- Fluorescent bulbs \$15 each
- Smoke detector batteries \$5/each
- Smoke detector units damaged/removed by tenant \$25 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

- Wipe down/dust all interior and exterior light fixtures, ceiling fans windows, tracks, and sills.
- Sweep walkway, doorstep, patio, garage and porch
- Clean all doors, door panels, and doorknobs removing dirt, dust and grime
- Pick up any items left around the Premises, including all trash.
- Clean all baseboards, walls, ceiling, ledges and surfaces throughout the property.
- Clean all light switches and sockets
- Clean blinds-removing dust and dirt
- Sweep, mop and vacuum all flooring.
- Clean closet shelves and doors—including door panels (dust tends to settle in them)
- Dust all floor, ceiling, and wall vents (some may need to be wiped down with a damp rag)
- Clean out all cupboards and cabinets (including pantry) inside and out, removing any dirt, food, spills, etc.
- Clean all surfaces including countertops and sink area
- 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. Drip pans are required to be brand

new and be the correct size, you can purchase them yourself to save money. If these are not replaced, Rentmaster will do it for you.

- Launder any drapes or valences, and any other furnishings.
- 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.
- Clean all mirrors and windows.
- Clean sink areas and faucets
- 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
- Wipe down bathroom fan.
- Thoroughly clean the bathtub and shower area—including the sides, bottom, top ledges, handles, and curtain rod

Please remember that all light bulbs, drip pans, smoke detector batteries, and air filters that are not replaced by you at move out, will be deducted from your deposit and done on your behalf.

Please acknowledge and sign that all the above items have been fulfilled. Thanks!

Signature X _____ Date _____

Signature X _____ Date _____

Signature X _____ Date _____

Signature X _____ Date _____