

## DO NOT ATTEMPT YOUR OWN REPAIR WORK – DO NOT PATCH WALLS OR PAINT

### MOVE-OUT CHECKLIST

1. \_\_\_\_\_ **All keys are to be returned for the property to be considered vacant. Leave garage door openers, Mail Key, Community FOB and Pool Key in a kitchen drawer**
2. \_\_\_\_\_ Entry area and patio need to be cleaned and free of debris. Sweep walkway, doorstep, patio, garage and porch
3. \_\_\_\_\_ Clean all light fixtures, ceiling fans, sockets, and vent covers
4. \_\_\_\_\_ Clean all sides of the doors and all door knobs
5. \_\_\_\_\_ All walls and ceilings dusted, and all dirt, smudges, and grease washed off
6. \_\_\_\_\_ Wash down all baseboards, woodwork, and windowsills
7. \_\_\_\_\_ Wipe down closets, shelves, and rods, and closet doors
8. \_\_\_\_\_ Clean all bathroom surfaces including walls and cabinets
9. \_\_\_\_\_ Thoroughly clean all bathroom fixtures: toilets, bathtubs, showers, sinks
10. \_\_\_\_\_ Clean all laundry room and kitchen cabinets and sinks
11. \_\_\_\_\_ Clean all appliances inside and out including microwave, dishwasher, refrigerator, range, washer and dryer removing all dirt and grease and pay particular attention to seals, drawers, shelves, and turntables.
12. \_\_\_\_\_ Cabinets, drawers (**each drawer must be wiped out**), countertops, cupboards, shelves and pantry (all inside and outside surfaces).
13. \_\_\_\_\_ Clean and degrease range fan hood and filters; clean inside and outside of oven, including racks and pull out drawer (don't assume self-cleaning function will be sufficient—you must go in afterwards and wipe it down).
14. \_\_\_\_\_ Clean behind and under stove and behind and under refrigerator area
15. \_\_\_\_\_ Wipe down the top and sides of the refrigerator
16. \_\_\_\_\_ Storage areas and garage should be cleaned out and swept out
17. \_\_\_\_\_ Vacuum all carpets (they will be professionally cleaned when you move out)
18. \_\_\_\_\_ All hard floors swept and mopped including under and behind moveable appliances
19. \_\_\_\_\_ Clean all windows, wipe blinds and wash screens and return them to their proper place
20. \_\_\_\_\_ Remove all items from attic, crawlspace, basement, yard, shed, etc.
21. \_\_\_\_\_ Lawn, garage and outbuildings to be free of all trash, rubbish, cigarette butts, and personal property
22. \_\_\_\_\_ Lawn trimmed and cut properly, including removal of leaves within 3 days of move out.
23. \_\_\_\_\_ Sidewalks and driveway cleared of ice and snow during winter months.
24. \_\_\_\_\_ All trash and garbage to be removed from property. Do not pile up garbage at the curb.
25. \_\_\_\_\_ **Do Not Remove** phone jacks, picture hooks, or curtain rods and brackets
26. \_\_\_\_\_ Replace any broken or missing door stops
27. \_\_\_\_\_ **All** light fixtures are to have working light bulbs in **ALL** bulb sockets, including appliances. All bulbs in a multi bulb fixtures must be the **WARM color temp 2700 K** (no Daylight color allowed). The right type and wattage of bulb must be used, i.e. decorative round G Series (clear or white) for bathrooms, flood or BR Series for can lights. **We do not allow compact fluorescent coil lights.**
28. \_\_\_\_\_ Smoke alarm(s) are to be in good working order with a good battery and not chirping.
29. \_\_\_\_\_ Remove any satellite dishes and seal all holes caused by the installation
30. \_\_\_\_\_ Change furnace filter
31. \_\_\_\_\_ Change water filter on refrigerator

## MOVE OUT CHARGES

Some of the most frequent charges for move-outs include failure to properly clean the top, under and inside the refrigerator; failure to properly clean stove top and oven and other moveable appliances. Also, failure to replace all burned out light bulbs and failure to replace bad smoke detector batteries. Other common charges are for broken blinds, holes in doors and walls, and missing keys and remotes.

When property is not returned back to us in Hotel Clean condition, effectively you are now hiring us to do the work for you and as such you agree to the contractors we use and their prices.

### CLEANING DEDUCTIONS

If the property has ANY cleaning issues, our minimum cleaning fee is \$150 plus a \$75 re-inspection charge. We add a 10% service charge to all invoices above \$150.

**REPAIR/REPLACEMENT DEDUCTIONS** (this is not intended to include everything—you will be charged for ALL damage above normal wear and tear at an estimated cost of repair or actual cost of replacement plus 10% of the invoice total or our current Service Rate, minimum 1 hour, whichever is greater to manage the repairs.

Air Filter – dirty or missing	\$ 25-50 ea
Light Bulbs – Standard	\$ 10-15 ea
Light Bulbs – Globe (Bathrooms)	\$ 10-15 ea
Light Bulbs – LED or Flood	\$ 15-25 ea
Blind Cords (Tangled/Damaged)	\$ 25 ea
Smoke Detector	\$ 45 ea
Smoke Detector Batteries	\$ 15 ea
Outlet, plug, switch, cover plates	\$ 15 ea
Drywall Repair	\$ 50 min
Touch up painting	\$150 min
Interior door damaged	\$225 min
Entry door damage	\$350 min
Illegal satellite dish removal	\$200 min
Electronics/Appliance removal	\$150 ea
Cleaning Charge	\$150 min
Re-Key	\$150 min
Wall Painting	\$75 min
Door Painting	\$150 min
Missing Remotes	\$75 min
Missing Pool Key	\$125 min