



MOVE OUT PROCEDURES

An inspection will be made of the apartment after all keys are returned to the office or if the apartment has been vacated. Return of security deposit is based upon the inspection.

GENERAL CONDITION: The entire apartment must be vacuumed, broom-swept, and/or mopped. All appliances, cabinets, countertops, sinks, tub(s), and toilet(s) must be cleaned. All trash and belongings must be removed from both interior and exterior spaces of your unit.

OVEN/STOVETOP: All cooking stains must be removed from inside oven, drawer, and burners. All racks must be cleaned and remain intact.

REFRIGERATOR: All food must be removed. The inside and front must be thoroughly cleaned and the freezer defrosted. Refrigerator should **not** be unplugged.

MICROWAVE: All food must be removed. The inside and front must be thoroughly cleaned

DISHWASHER: All personal items must be removed. The inside and front must be thoroughly cleaned.

WASHER/DRYER: All personal items must be removed. The inside and front/top must be thoroughly cleaned

WALLS: Walls must be painted back to original color if painted by resident, including all cut in, baseboards and doors as applicable. We expect to cover surfaces with one coat of paint. Charges will be assessed if additional coats are necessary.

STORAGE LOCKER: Storage lockers (as applicable) must be emptied and lock removed.

FURNITURE: Disposal arrangements for large furniture items must be made prior to move out, and items must be disposed of off of the property. These items may not be placed in or around the dumpsters.

CHARGES: The following are guidelines for typical **minimum** charges:

ITEM	MINIMUM CHARGE
Remove Trash	\$25/bag
Remove Small Furniture Item (one person to move)	\$15
Remove Large Furniture Item (two+ people to move)	\$100
Clean Refrigerator	\$5-\$15
Clean Stove/Oven	\$5-\$15
Clean Kitchen Sink	\$5-\$15
Clean Kitchen Countertops	\$5-\$15
Clean Range Hood/Fan	\$5-\$15
Clean Microwave	\$5-\$15
Clean Dishwasher	\$5-\$15
Clean Washer/Dryer	\$5-\$15
Clean Shower/Bathtub	\$5-\$15
Clean Toilet	\$5-\$15
Clean Bathroom Sink/Vanity	\$5-\$15
Clean Stained Carpet	\$25-\$100
Clean Ceiling Fan	\$15
Clean Vent/Air Return Cover	\$15

Sweep/Mop Floor	\$10-\$20
Re-Key Unit Door Lock (if not returned)	\$115
Re-Key Mailbox Lock (broken or if not returned)	\$50.00
Replace Garage Door/Gate Opener (If not returned)	\$75.00
Repair Damaged Lock/Door	Time & Material
Replace Carpet (Permanent Stains or Damage)	Prorated Replacement Cost
Replace Dead/Missing Smoke Detector Battery	\$8
Replace Damaged/Missing Smoke Detector	\$30
Replace Missing Fire Extinguisher	\$40
Replace Missing/Burned Out Standard Light Bulb	\$4
Replace Missing/Burned Out Decorative Light Bulb	\$8
Replace Missing/Broken Light Cover	Time & Material
Replace Missing/Damaged Outlet Cover	\$8
Repair 1"-4" Hole in Wall	\$30
Repair 5"-8" Hole in Wall	\$60
Repair 8"-12" Hole in Wall	\$90
Repair 12" or Larger Hole in Wall	Time/Material
Remove Decal/Sticker	\$25
Additional Coat of Paint	\$0.50/Square Foot
Replace Torn or Missing Window Screen	\$30
Replace Damaged/Missing Mini Blind	\$45
Replace Damaged/Missing Plantation Blind	\$100
Replace Damaged/Missing Vertical Blind	\$5/Slat
Repair Broken Window (Glass and/or Hardware)	Time & Material
Re-Glaze Sink/Bathtub	Time & Material
Replace/Repair Damaged/Broken Appliance or Part	Time & Material
Replace/Repair Damaged/Broken Countertop	Time & Material