



*Real Estate Sales & Professional Property Management*

## MOVE OUT POLICY AND PROCEDURES

We hope that you have enjoyed living in your home. In order that we may mutually end the tenancy on a positive note, this move-out procedure letter is provided to describe how we expect the premises to be left and what out procedures are for returning your security deposit.

Upon giving Estey Real Estate and Property Management your notice that will be vacating, please read the following to insure that your security deposit may be refunded to you. The following details are important to you and the return of your deposit:

1. The duration of the contract has been fulfilled (month-to-month, a 30-day notice; leasing period is expiring and do not want to renew your lease)
2. The dwelling will be vacated within 30 days of your notice. All items removed and cleaning has been completed. There will be a charge if agent must return to the property to inspect if not **completely** empty and clean.
3. Deductions will be made for any damage beyond "normal wear and tear".
4. The unit should be left in clean condition for the next resident. The following cleaning list should help to make it easier for your move-out inspection plus insure the return your security deposit. New occupants should not need to clean items that you should have cleaned and completed.
  - A. **Stove**: clean oven, drip pans replaced if needed and must be correct size, outside of oven, underneath top and draw.
  - B. **Vent Hood**: clean greasy residue from inside and outside of the hood, aluminum filters must be soaked in hot, soapy water to remove grease or placed in the dishwasher.
  - C. **Dishwasher**: clean front, inside, door sides, must be empty; check the bottom for missing silver!
  - D. **Refrigerator**: clean inside, outside, door and gasket, don't forget the top, underneath and behind- take care not to tear vinyl flooring.
  - E. **Bathrooms**: clean sink(s), faucets, tub, showers, counter tops, cabinets, toilet (don't forget the inside under the rim) and floor. Wipe walls behind toilet.
  - F. **Carpet/vinyl/tile/wood floor**: vacuum, mop and/or shampoo. Vacuum before having carpet cleaned as the carpet cleaner does not do edges or remove some small items need walls. Carpeting must be cleaned professionally when empty, provide a receipt to ERE.
  - G. **Wood work and doors**: remove all finger prints, decals (if removal of decal removes paint, repainting will be a deduction) and spots.
  - H. **Cabinets**: kitchen, bathroom, laundry room, linen. Remove all finger prints, food splatters, around dishwasher, remove shelf paper, decals. Wipe out to remove crumbs with a damp cloth.
  - I. **Closets**: remove shelf paper, decals, coat hangers and trash. Vacuum edges where carpet cleaner does not reach.
  - J. **Walls**: remove nails (do not damage walls), tacks but do not fill holes. A few small holes (3-5 per wall) will not be charged against you, but a large number or large holes will be if you try to fill them or cover them and it is done incorrectly. Improperly repaired could require the painting the wall, if paint can be matched or the whole room if not.
  - K. **Window coverings**: clean and dust min-blinds. Any damage to mini-blinds will be charged to you. Bent, broken, missing plastic controls.
  - L. **Fireplace**: clean the inside and outside. Remove all ashes and clean the doors in the fireplace window if applies.

M. **Ceiling fans and light fixtures:** clean blades and light shades, replace missing or burned out bulbs. Two story ceiling or high entry light fixtures will be cleaned by the Owner at no cost to the tenant.

N. **Porches, patios, yards:** sweep, remove cobwebs, clean, move and remove all trash. Remove all items that may have gotten in the landscaping—balls, flower pots, decorations, that belong to you.

O. **Garage:** sweep, remove all grease or stains caused by your vehicle, cob webs... leave nothing.

P. **Garbage:** Removal all garbage from cans if service has been canceled and are left un-empted.

## **RETURN ALL KEYS, INTERIOR FAN AND/OR BLIND REMOTES AND GARAGE REMOTES TO ERE**

### Deductions:

Deductions are made from the security deposits only for just cause. Such charges include, but are not limited to: any replacement of damaged or missing fixtures, appliance parts or other items that were furnished. Labor charges include installation, cleaning, patching, sanding etc., including the cost of the cleaners used. If you do not clean or repair the damaged or soiled items prior to moving out, charges will be deducted from your security deposit based on the attached schedule. Items that are not corrected will be charged on a "cost plus labor" basis as submitted by a licensed contractor.

This list is to help but is not limited

### Cleaning:

Kitchen: stove- top -

Oven/s

Drip pans, if needed and not replaced, must be the correct size.

Carpet cleaning: as charged by carpet cleaning vendor

Trash removal: labor and disposal fees

Floors: charged as per flooring material and needs, I.e. tears in vinyl or deep scratches in wood

Tile: damage from dropping items, chips in counter tops

Porches and patios –

Windows – interior -

Exterior- first floor only

### Repairs:

Patching nail holes larger than 1/8<sup>th</sup>

Patching nail holes larger than 1"

Painting (average per room 8x10- without ceiling)

Painting with ceilings: 8 foot

Vaulted ceiling:

Touch up painting

Torn wall paper

Torn vinyl flooring - \$85.00 and up –depending on damage-could require new floor

Carpeting – depending on type of damage – pet urine/blood-new carpeting

Ink – grease – coffee etc. stains that cannot be removed may require new carpeting or possible patch, depending on the size of the damage

Patio or deck damage by pets or grease or burns from BBQ

### Replacement:

Missing or damaged screens

Window glass

Window coverings – bent min-blinds

Interior doors

Over racks

Drip pans

Refrigerator shelves or drawers

Towel bars

Shower rod  
Shower head  
Keys  
Remotes

Essentially, it is expected that the property be left in the same or better condition than when you moved in except for normal wear and tear. When you moved in, you were given a Condition of Premises Report. ERE also did a move-on report and pictures. If there was a deficiency when you moved in and it was repaired/replaced/cleaned, the condition on the move out will include these items.