



# Move Out Procedure

We will schedule a move-out walk through with you. You are encouraged to attend, but are not required. An itemized statement and/or refund will be mailed to your new address so please make sure we have a forwarding address for you on file.

The following is a general list of items that you should clean upon vacating the premises. ALL APPLIANCES should be CLEAN and FUNCTIONAL. As a general rule, the rental unit should be returned to the original condition in which it was found upon possession.

*Some items may not be applicable to the features in your unit.*

## Deductions from your security deposit will be based on the following:

### **Kitchen:**

Refrigerator: remove all food items/clean inside, front sides and top, also roll out from wall and clean underneath.

Stove/Range: (including burners/rims, oven and broiler pan)

-If applicable, REPLACE drip pans on stove top if they cannot be cleaned.

-The ovens are self-cleaning; however, after the cleaning cycle, the oven needs to be wiped out

-*Cleaning Tip: the floor under the stove can be cleaned by pulling out the bottom drawer below oven door.*

Microwave: (inside/outside/underside) *Cleaning tip: removing vent(s) and glass turntable and clean in dishwasher (top rack only).*

Dishwasher: Inside around seal/outside edges, top edge of door and front)

Washer/Dryer: Inside tubs and lid, tops, front, sides and underneath

Cabinets: Including interior shelves and exterior doors.

Drawers: Including front and insides.

Garbage Disposal: Should be working properly—no stoppages.

Vinyl/Ceramic Tile: Including areas behind refrigerator, stove, and washer/dryer.

Sink, including chrome fixtures

Countertops

### **Bathrooms:**

Sinks: Including chrome fixtures

Shower/tubs: Including chrome fixtures

Toilets: Replace toilet seat if it cannot be cleaned.

Mirrors

Vanities

Floor Coverings

Light Fixtures: Replace all burnt out bulbs. *Cleaning Tip: remove and clean in dishwasher—top shelf only.*

Exhaust Fan Covers: *Cleaning Tip: remove and clean in dishwasher—top shelf only.*

### **General Cleaning:**

Wipe down ALL baseboards

Wipe off all electrical outlets & light switch covers

Clean all windows (interior and exterior)

Clean all blinds (dusted and wiped down with mild cleaner) **DO NOT USE HOT WATER!**

Carpeting: Pick up any trash and vacuum.

Wipe down all interior doors and door knobs

Clean heating and air vents and cold air return covers (we will replace furnace filter)

Clean all light fixtures covers

Replace all burned out light bulbs

Wipe down all closet shelving

Sweep out garage

Remove all trash

Eliminate all pet odors

Remove any animal waste from yard

Replace all broken blinds

Remove all oil spots from concrete drive and/or garage floor

**Turnover Move Out Charges**

This is a listing of common charges by McCarty Property Investments LLC, Shelby Property Investments LLC and Chapel Hill Cottages LLC, for service calls and move-outs. Note these are average charges. Each case is different and charges may vary. Minimum hourly labor is \$36.00

**Address:**

**FLOORING:**

Remove carpet stains	\$80/stain
Cigarette Burn in carpet/floor	\$80
Deodorize carpet	\$100
Repair carpet	\$150
Replace Carpet	Labor/material
Repair hardwood floor	\$100 & up
Refinish hardwood floor	\$380 & up
Repair linoleum	\$85/tear
Replace bathroom linoleum	\$385
Replace kitchen linoleum	\$500
Replace floor tile	\$75/tile

**GENERAL:**

Replace refrigerator shelf	\$45
Replace stove/oven knob	\$25
Replace fridge	\$700
Replace countertop	\$40/in.ft.
Replace cutting board	\$40
Replace kit/bath cabinet knobs	\$10/each
Replace mirror	\$100
Replace medicine cabinet	\$85
replace towel bar	\$25
Replace tub/shower enclosure	Labor/materials
Re-grout bath/shower tiles	\$165
Repair porcelain	\$135

**GENERAL CLEANING**

Clean refrigerator	\$70
Clean Stovetop	\$30
Replace stove drip-pans	\$30
Clean oven	\$50
Clean stove hood	\$30
Clean kitchen cabinets	\$45
Clean kitchen floor	\$50
Clean tub/shower and surround (ea.)	\$30
Clean bathroom, cabinets and floor	\$75
Vacuum throughour dwelling	\$40
Window cleaning (per unit)	\$15
Clean greasy parking spaces (ea.)	\$25
Clean fireplace	\$50
Trash removal (per bag)	\$20
furniture removal (per item)	\$25
Odor for pets	\$300

Replace Thermostat	\$75
Replace fire extinguisher	\$75
Replace door bell button	\$15
Replace door bell unit	\$50
Replace garage door (each)	\$650
Smoke damage	Labor/materials
Replace smoke alarm	\$40/each

**ELECTRICAL**

Replace light bulb	\$5
Replace light fixture globe	\$20
Replace light fixture	\$55
Replace electrical outlets/switch	\$12
Replace electrical cover plate	\$5
Replace ceiling fan	\$100

**DOORS**

Repair hole in hollow core door	\$55 & up
Repair forced door damage	\$250
Replace door (inside)	\$155
Replace door (outside)	\$400
Replace sliding glass door	\$1,000
Replace sliding door screen	\$100

**LOCKS**

Replace Key	\$8
Replace door lock	\$75
Mailbox key	\$50

**PLUMBING**

Replace kitchen faucet	\$195
Replace bathroom faucet	\$195
Replace shower head	\$70
replace toilet tank lid	\$90
Replace toilet seat	\$35
Replace toilet	\$265
Replace garbage disposer	\$200
Snake Toilet	Labor/material
clear sewer/cesspool line	Labor/material

**GROUNDS/EXTERIOR**

major yard cleanup	\$425
Minor yard Cleanup	\$100
Clean gutters	\$185
Trim bushes	\$20
Damaged lanscaping	Labor/materials

**WINDOWS & TREATMENTS**

Replace window pane	\$150
Replace venetian or mini blind (ea.)	\$75
Replace window shade	\$25
Replace window scree	\$50
Replace vertcal blinds (sliding dr)	\$175

**WALLS**

Remove mildew and treat surface	\$25
Cover crayon/marker/pen marks	\$50
Repair hole in wall (small)	\$55
Repair hole in wall (large)	Labor/materials
remove wallpaper	\$145
Repaint (per wall/ceiling)	\$50

**EXTERMINATING**

Exterminate for cockroaches	\$550 & up
Exterminate for fleas	\$375 & up

**Signatures Required:**

Lessee:

Lessee:

Lessee:

Lessee: