



## Move Out Instructions

We understand that your last few weeks of residence will be hectic ones; however, we do request that you attend to several small but essential details.

- We Must know the exact date the home will be completely vacant, so we may represent the property as being available for new tenants on that date. We will use the scheduled date on the Return of Possession Form when you return it.
- If Vacating in the winter, set the thermostat no lower than 60 degrees to prevent freezing of pipes.
- We must have your forwarding address. Please include it when you give us the completed Return of Possession Form attached.
- Unless otherwise authorized in writing, all utilities must remain on for three days after the final day of your lease to ensure the proper function of all appliances. If all utility services are not available during the 72-hour window, you will be charged a trip charge.

Please remember that a certain amount of cleaning is expected of you when you move out. It is our goal to refund 100% of your security deposit, and by following the checklist below, you will help us achieve that goal.

**If you need assistance with any of these items, we have a list of professionals that we can refer to.**

### Kitchen

- All exhaust fans and vent covers should be in working order and clean of dust and grease. Filters can be washed in the dishwasher.
- Kitchen cabinets, shelves, drawers, and countertops must be washed inside and out, and all shelf liners removed.
- Refrigerators must be cleaned inside and outside. They must also be pulled out, and all dust and dirt removed from the back, sides, floor, and walls surrounding the appliance. Leave refrigerators running; do not disconnect or turn them off.
- Stoves, ovens, cooktops, and microwave must be cleaned inside and outside, including areas around and underneath them. Do not use steel wool on appliances; plastic scrub pads work best. Be sure to operate the self-clean cycle if applicable.
- Dishwashers and trash compactors must be cleaned inside and outside, especially the inside lip of the door.
- All sinks, faucets, and garbage disposals washed out and wiped clean.
- Kitchen walls and floors must be washed and free of stains, dust, dirt, and grease

### Bathrooms

- All bathroom floors and walls must be cleaned with particular attention paid to the grout and caulking.
- All tubs, showers, sinks, and commodes must be cleaned, disinfected, and free of soap scum and cleaner residue.
- All medicine cabinets, vanities, and drawers must be cleaned inside and outside, and any shelf liners removed. All mirrors should be wiped clean.

### All Rooms

- If you made any alterations to the home, including painting, you must restore it to its original condition unless otherwise agreed in writing.
- All non-carpeted floors should be free of stains, dust, and debris and should be mopped.
- All windows, screens, and window sills must be washed.
- All window treatments such as curtain rods, shades, and blinds that were provided must be cleaned and left in good working order
- Sliding glass doors must be wiped, and the door tracks cleaned



- All walls, ceilings, and closet interiors must be free of smudges, grease, and food stains. A light cleaner such as “Softscrub” will remove black marks from walls.
- All woodwork, moldings, doors, baseboards, and trim must be free of dust, dirt, and debris.
- All electrical outlets and switch plate covers must be free of dirt and smudges.
- All light bulbs must be in working order, and light fixtures cleaned inside and out.
- All smoke and carbon monoxide alarms must be in working order with fresh batteries.
- Laundry and utility rooms must be free of dust, dirt, and debris.
- If washing machines and dryers are present, they must be cleaned inside and outside, including the floor.
- A/C and furnace filters must be changed.
- All fireplaces must be broom swept and free of ashes, wood, and debris.
- Chimneys should be professionally cleaned with the invoice of work provided to management.

### **Carpet Cleaning**

Tenant is required to have the carpets PROFESSIONALLY STEAM CLEANED at the time of move-out. This must be done after you have completely removed all your belongings and vacated the property. A receipt from a professional carpet cleaning company must be provided to us when you turn in your keys and the Return of Possession Form.

### **Grounds**

- All trash, yard debris, and personal items must be removed from the property. If the trash collection is not scheduled for the day you vacate, please make arrangements ahead of time to have the bulk items removed before that date. A minimal amount of trash may be left at the curb or pickup point.
- All flower and shrub beds must be clean and free of weeds, leaves, and debris. Be advised, and we do not consider leaves and debris as mulch. Install new mulch as needed.
- All shrubs must be neatly trimmed,
- All grass must be cut and edged and free of debris.
- All walkways, patios, and porches must be swept and free of weeds.
- All oil stains must be removed from the garage and/or driveway.
- The garage must be swept clean.
- All dog feces must be removed.
- All holes in the lawn filled with soil.

### **Keys and Return of Possession Form**

All keys along with the completed Return of Possession Form, Garage Door Openers and Gate Remotes, etc. must be turned in to the office unless instructed otherwise in writing by the expiration date of the lease agreement or pro-rated rent will be charged daily until they are turned in.

### **Security Deposit**

- We have 30 days to send you an itemization of your security deposit upon two events occurring: (1) you surrender the property (turn in keys...see above ‘Keys’), and (2) you provide us your forwarding address. Itemizations are usually completed between the 20<sup>th</sup>-25<sup>th</sup> day following the day you moved out. Please do not call or email asking what deductions have been taken, and you will receive it in the mail.

**Your security deposit may not be used by you for payment of your last month’s rent. The security deposit is to be used for damage withholding.**



**NOTE:**

- All cleaning, yard work, etc. must be finished on or before the lease expiration date (your move out date). Should you not fulfill all of these obligations, they will be completed for you by RentLife Property Management at your expense.
- **RentLife Property Management will add a \$100.00 coordination fee to schedule repairs/unfinished work.**
- In addition, a move out survey will be made of the property upon your surrendering. **If the property is found not to be rent (other than normal wear and tear) ready and needs any make-ready work scheduled, the cost of the property survey will be charged to your deposit. The estimated charge is \$85.00.** This survey is not scheduled with you upon surrender. It is done by a third-party company.

**Estimated Costs**

Before you move in, your rental property will be cleaned, and any carpet will be professionally cleaned. Upon your move out, the unit is expected to be in the same clean condition.

Upon move out, the following items will be inspected and considered concerning possible deductions from your security deposit. The prices shown are approximate costs. Final deductions will be based on the actual cleaning or repair costs incurred by us from the respective contractor.

**RentLife Property Management will add a 20% Coordination fee to schedule repairs/unfinished work.**

**Repair Services Cost Sheet Addendum**

Repairs or services provided by Landlord, Property Manager or its agents for damage due to the misuse, negligence, action or inaction of Resident, Occupant, their guests or invitees will be charged against the Security Deposit. Charges and fees include, but are not limited to the following:

Replace missing smoke detector	\$50.00	each
Replace missing smoke detector battery	\$12.00	each
Replace, re-string, or rehang window blinds	\$75.00	minimum each
Re-key home (keys not returned at move-out)	\$100.00	per door
Emergency Re-key home	\$150.00	per door
Clogged Toilet	\$145.00	minimum
Tub clog	\$75.00	minimum
Drain clog	\$75.00	minimum
Broken single pane window	\$20.00	per square foot
Broken double pane window	\$40.00	per square foot
Missing or broken window screen(s)	\$70.00	minimum each
Landscaping clean up service	\$150.00	minimum
Sprinkler head repair	\$25.00	minimum each
Debris or trash clean-up (including abandoned possessions, broken furniture, etc.)	\$50.00	Truck fee per cubic yard



Full Home Clean	\$0.25	per square foot of home
Partial Clean	\$35.00	per room minimum
Clean oven or refrigerator	\$60.00	minimum each
Carpet Cleaning	\$0.15	per square foot of home
Partial Carpet Clean	\$35.00	per room minimum
Painting (due to holes in the wall or other damage)	\$180.00	minimum per room
Resident Caused Pest Control service	\$95.00	minimum per treatment each

**The above costs are minimum fees, may be exclusive of labor costs. A 20% administrative fee will be added to all charges**

**Charges may be subject to state and local taxes. Charges subject to change without notice should costs increase.**

\_\_\_\_\_  
Tenant                      Date

\_\_\_\_\_  
Tenant                      Date



Sec. 92.108. LIABILITY FOR WITHHOLDING LAST MONTH’S RENT.

- (a) The tenant may not withhold payment of any position of the last month’s rent on the grounds that the security deposit is security for unpaid rent.
- (b) A tenant who violated this section is presumed to have acted in bad faith. A tenant who in bad faith violated this section is liable to the landlord for an amount equal to three times the rent wrongfully withheld and the landlord’s reasonable attorney’s fees in a suit to recover the rent.

Acts 1983, 68<sup>th</sup> Leg., p. 3641, ch. 576, Sec. 1, eff. Jan. 1, 1984.

**Tenants Return of Possession**

THE UNDERSIGNED TENANT(S) HEREBY AGREES THAT HE/SHE/THEY HAVE COMPLETELY VACATED THE PREMISES KNOWN AS

\_\_\_\_\_.

I/We further acknowledge that we are hereby returning:

- House Keys: \_\_\_\_\_ (Quantity returning) House Code: \_\_\_\_\_ Alarm code: \_\_\_\_\_
- Garage Door Openers: \_\_\_\_\_ (Quantity returning) Garage Code: : \_\_\_\_\_
- Gate Remotes: \_\_\_\_\_ (Quantity returning) Gate Access Cards: \_\_\_\_\_ (Quantity returning) Gate Code: \_\_\_\_\_
- Mailbox Keys: \_\_\_\_\_ (Quantity returning). Mailbox number: \_\_\_\_\_ Mailbox Location: \_\_\_\_\_
- Pool Key/Car/Fob: \_\_\_\_\_ (Quantity returning)
- Carpet Cleaning Receipt attached YES / NO

Did you change the locks during your lease? YES / NO

I/We hereby request that the property management/owner inspect our former rental dwelling as soon as possible.

Today’s Date \_\_\_\_\_

Our forwarding address is: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Vacating Tenant - Signature

\_\_\_\_\_  
Vacating Tenant – Print Name

\_\_\_\_\_  
Vacating Tenant - Signature

\_\_\_\_\_  
Vacating Tenant – Print Name

\_\_\_\_\_  
Method Received

\_\_\_\_\_  
RentLife Property Management

\_\_\_\_\_  
Date

Staff Notes: