



## Move Out Check List

Please follow these guidelines to maximize the return of your security deposit. If you completed and returned an inventory and condition form, it will be used in our evaluation of your property. If you did not return an inventory and condition form, please call our office immediately as you may be charged for preexisting damage or defects in your property.

- Unit must be completely free of all personal items and trash.
- Dust and clean all floors, walls, ceilings, baseboards, and window sills.
- Dust and clean kitchen counters and cabinets.
- Dust and clean all window coverings.
- Replace all damaged or broken window coverings.
- Clean all bathroom fixtures, sinks, showers, bathtubs, toilets and behind the toilets.
- Clean kitchen fixtures and sink.
- Garbage disposal should be tested and free from blockage.
- All appliances must be pulled from the wall and thoroughly cleaned inside and out.
- Floors and walls behind appliances must be dusted, cleaned and free of grease.
- Stove drip pans must be replaced. Any broken stove knobs must be replaced.
- Electrical light and wall switch cover plates must be replaced if broken, stained or missing.
- All burned out light bulbs or florescent tubes must be replaced with the same watt bulbs.
- Bathroom light fixture bulbs must be replaced with the same style bulb.
- Clean all bathroom mirrors.
- Replace all broken or missing bathroom towel racks and toilet paper holders.
- Fireplace must be cleaned out and dust free.
- Patios, balconies and storage closets must be swept and free of debris and trash.
- Change all A/C filters with the correct size filter.
- Dust and clean all light fixture covers, ceiling fans and blades.
- Replace all broken or missing light fixture covers.
- All dead bugs must be removed. Flea bomb if you've had a pet.
- All hard surface floors must be mopped and free of scuff marks
- Carpets must be professionally cleaned if you've had a pet and all pet odors removed. Copy of receipt is required.
- Replace broken or missing windows panes and screens.
- Remove all unauthorized bedroom locking door knobs installed by tenants.
- All pilot lights should be on or gas turned off to fixture.
- Lawn, garden and hedges must be trimmed and cut and cleaned thoroughly. **IF IN YOUR LEASE.**
- Garage must be swept clean and free of all personal items and trash.
- Do not leave any trash, personal items, or furniture at the curb or anywhere on the property.
- IF YOU TOUCH UP PAINT MAKE SURE THE PAINT WILL MATCH. IF YOU PAINT & IT DOES NOT MATCH, YOU WILL BE CHARGED FOR UNNECESSARY PAINTING.**
- All utilities must remain on for 5 days after move out.

If you have any questions, please call our office. Prime Property Management Company appreciates your fine tenancy and would be happy to help you in the future with your housing needs.



## Tenant Forwarding Address Form

Your lease requires that you provide us with a written notice of your forwarding address. Please complete this form and return with your property keys, mailbox keys, and garage door opener if applicable. Failure to return this form will delay the processing and return of your closing statement and security deposit.

Date: \_\_\_\_\_

Property Address: \_\_\_\_\_ Unit: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_, State \_\_\_\_\_, Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_, State \_\_\_\_\_, Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_, State \_\_\_\_\_, Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_, State \_\_\_\_\_, Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**We will mail only one check and closing statement for the security deposit held on your property. Please indicate with a check mark which tenant is to receive the security deposit and closing statement for the property.**



**Itemized List of Common Charges and Security Deposit Deductions**

*Items and charges may change without notice*

Bathroom clean (heavy)	\$200.00
Bathroom clean (light)	\$50.00
Bathroom clean (moderate)	\$100.00
Carpet cleaning (regular)	\$150.00
Change locks (one door)	\$75.00
Chemical treatment for stain removal on carpet	\$25.00
Copy of master key	\$25.00
Dusting ceiling fans	\$10.00
General Make-ready (heavy)	\$400.00
General Make-ready (light)	\$100.00
General Make-ready (moderate)	\$200.00
Kilz treatment, walls, ceiling and trim in one room	\$300.00
Kitchen clean (heavy)	\$150.00
Kitchen clean (light)	\$50.00
Kitchen clean (moderate)	\$100.00
Late rent (1st day)	\$50.00
Late rent (starting on day 2)	\$10.00
Light bulb replacement / fixture (common)	\$10.00
Light bulb replacement / fixture (decorative)	\$15.00
Minimum Trip Charge	\$75.00
Oven cleaning	\$45.00
Paint walls, ceiling and trim in one room	\$300.00
Reconnect utilities	\$350.00
Refrigerator cleaning (heavy)	\$100.00
Refrigerator cleaning (light)	\$25.00
Refrigerator cleaning (moderate)	\$50.00
Remove thumb-tack and nails from walls and ceilings	\$25.00
Repair / replace cabinet door	\$125.00
Repair / replace drawer	\$50.00
Repair damaged counter-top in bathroom	\$150.00
Repair damaged counter-top in kitchen	\$150.00
Repair hole in sheet rock (2'x2')	\$100.00
Repair hole in sheet rock (4'x8')	\$200.00
Replace and paint door trim	\$125.00
Replace and paint exterior door	\$450.00
Replace and paint interior door	\$125.00
Replace carpet and padding in one room (12'x12')	\$550.00
Replace mini-blinds (large)	\$45.00
Replace mini-blinds (small)	\$25.00
Replace shower head	\$35.00
Replace smoke detector	\$50.00
Replace smoke detector batteries	\$10.00
Replace tile in one room (12'x12')	\$850.00
Replace toilet paper holder	\$25.00
Replace toilet seat	\$50.00
Replace towel rack	\$25.00
Replace weather stripping	\$50.00
Replace window (standard)	\$200.00
Returned check (bad check) charge	\$25.00
Stove drip pan replacement	\$25.00
Trash removal (heavy)	\$300.00
Trash removal (light)	\$75.00
Trash removal (moderate)	\$150.00
Unclog toilet, sink, shower, or bath drain	\$100.00