

## **MOVE-OUT PACKET**

*To ensure the maximum refund from your deposit, please sign and return this packet along with all keys, club house passes, parking passes and garage door openers.*

Dear Tenant(s),

Your stay with us is coming to an end and we hope you have enjoyed your tenancy. To help facilitate your move, we have created this Move-Out Packet. Carefully following these step-by-step instructions will help ensure that you receive the maximum refund from your security deposit.

Now that you have given notice of moving out, we will be advertising your unit and arranging for prospective Tenant(s) to view the property—we thank you in advance for being cooperative and flexible in showing the property. You will need to vacate the property by the date stated on your 30-Day Notice form. If you are not completely moved out by this date, you will forfeit your security deposit and will be subject to other charges as noted in your Lease Agreement. If you wish to change your move-out date, you will need to fill out a Change of Move-Out Notice form in our office. All rent must be paid in full by your move out date. Any outstanding rent charges, late fees and/or utility fees will be deducted from your Security Deposit or charged to you directly.

**As a reminder, per your lease, a \$50 lease initiation fee AND the cost of professional carpet cleaning will be deducted from your deposit.** If the following items are properly addressed, you can expect to receive the remainder of your deposit within 30 days from your move out.

1. REMOVE ALL BELONGINGS from your unit, storage unit and garage. We are not responsible for items left behind, and if we have to remove them you will be charged \$50 an hour for removal fees in addition to the city dump fees.
2. File a change-of-address form with the Post Office and provide us with your new address. We are not responsible for undelivered or returned mail.
3. Do not turn off the utilities in your unit! We will have them transferred into our name the day after you move-out. If you turn the utilities off in error, you will be charged a re-activation fee and you will be liable for any damages that may occur due to frozen pipes, etc.
4. Do not unplug or turn off your refrigerator. Instead, change the dial to a low setting.
5. Clean your unit and return it to RENT READY STATUS, for your convenience a checklist is provided in this packet (also included is a copy of the checklist the cleaning company uses). If you are unable or unwilling to complete these tasks thoroughly, professional cleaners will be sent at your expense; the cost is \$35/hour.
6. Replace ALL burnt out light bulbs, ALL chirping smoke detector batteries, air filters and drip pans on your stove (if applicable)

7. Turn A/C off and set thermostat to 55\* (During winter months, leave one faucet dripping).
8. DO NOT fill-in any nail holes in your unit UNLESS you have contact Legacy Rental Management and asked for permission. The reason for this is some tenants in the past have used inappropriate ways to repair the walls such as filling nail holes with white out, deodorant, toothpaste OR excessive amounts of putty. All of those are NOT acceptable ways to repair walls and cause more work than fixing. If we have to repair any of the said items OR if there are excessive nail holes, or damage to the walls, our maintenance staff will do the repair on your behalf and remove from tenant(s) deposit.
9. Return all keys, parking passes, clubhouse passes/keys and garage door openers. As long as you have the keys, you have possession of the property. You will be held liable for rent and utilities until the keys are returned to Legacy Rental Management.

**\*\*MOVE-OUT FEES THAT CAN BE AVOIDED\*\***

Keys not turned in:

\$60/unit key

\$75/mail key

\$75/garage door opener

\$120/club house key

- ANY Maintenance issues caused by Tenant(s) **\$50/hour for labor (1-hour minimum)**
- **Cleaning \$35/hour** (based on final inspection, subject to Landlord's "White Glove, rent-ready" standard)
- Light bulbs \$3 for each for standard bulbs, \$5 for other round bathroom vanity bulbs, \$10 for Flood or Fluorescent bulbs
- Smoke detector batteries \$5/each
- Smoke detector units damaged/removed by Tenant(s) \$25 each
- Burner Bowls/Drip pans—Legacy Rental Management REQUIRES to have a BRAND-NEW SET of drip pans as they were provided upon move in. Please replace them yourself to avoid maintenance charges.
 

• <b>Small \$5.50/each</b>	• <b>Large \$7/each</b>	• <b>Full set \$25</b>
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- Dirty/missing air filter \$15/each
- PAY RENT ON TIME - Late fees for unpaid rent \$10/day

## **CLEANING CHECKLIST:**

### **Outside:**

Pick up any items left around the premises, including all trash and yard debris.  
Sweep walkway, doorstep, patio, porch and garage  
Wipe down/dust all exterior light fixtures and replace burnt out light bulbs

### **Living room and Bedrooms:**

Wash dust and grime from all light fixtures and ceiling fans  
Wash baseboards, walls, ceiling and ledges removing grime, dirt and spills  
Wash doors, door panels, closet doors, trim and hardware removing dirt, dust and grime  
Wash all light switches and sockets  
Wash blinds removing dust, dirt and grime  
Wash windows and windowsills paying careful attention to the window  
Launder any drapes or valences and any other furnishings.  
Wash/dust all floor, ceiling and wall vents and registers  
Sweep and mop hard flooring and vacuum carpets, rugs and stairs

### **Bathrooms:**

Wash mirror, windows and windowsills paying careful attention to the window tracks.  
Thoroughly scrub sink and faucet removing grime, debris and hard water build up  
Clean the inside, outside and all crevices of the toilet. A pumice stone may be necessary to remove difficult grime & hard water buildup.  
Wash outside and inside of all drawers and cupboards removing hair, makeup, crusty toothpaste and any other residue  
Vacuum/dust bathroom fan.  
Thoroughly scrub inside and outside of bathtub; including shower walls, faucet, shower head, ledges, pull bars and soap dish, removing all dirt, grime, soap scum, shampoo/conditioner and hard water buildup  
Wash dust and grime from all light fixtures  
Wash walls, doors, trim and baseboards paying special attention to areas around/behind the toilet  
Sweep and mop floor

### **Kitchen:**

Wash outside and inside of all cupboards, drawers and cabinets, including pantry, removing any dirt, food, spills, etc.

Thoroughly scrub sink and faucet removing grime, debris and hard water build up

Wash dust and grime from all light fixtures

Clean all light switches and sockets

Pull fridge completely away from wall. Vacuum/dust vent and coils, sweep and mop floor and wash wall behind fridge. Clean all outer sides, the handles and the grill on bottom, as well as the inside of both fridge and freezer paying special attention to the seals, drawers and shelves. Please leave fridge pulled out for Legacy Rental Management's inspection.

Clean the inside and outside of the microwave. Be sure to remove and thoroughly clean interior parts and the grill/vent.

Pull stove completely away from wall and sweep/mop floor, wash sides of oven and walls/cupboards surrounding oven. Wash stove top, underneath burner bowls and control panel.

\*\*\*REMEMBER: Drip pans must be replaced-, you can purchase them yourself to save money, or you can leave the old ones and Legacy Rental Management will replace them for you at your expense \$25.

Thoroughly scrub inside of oven, oven racks and pull out drawer removing all debris, drippings and burnt on food. Please leave oven pulled out for Legacy Rental Management's inspection. \*NOTE: The self-cleaning mode is not sufficient! It will help, but you will need to go back when the cycle is complete to wipe it down and ensure it's completely clean.

Clean the outside, inside and seal of the dishwasher removing hard water build up, grime and food particles from filter (inside on bottom).

Sweep and mop flooring.

### **Laundry Room:**

Clean the top, inside, and outside of the washing machine paying special attention to the grime/soap residue in and around the lid, the soap and bleach dispensers and the agitator.

Clean the top, inside and outside of the dryer removing all dust and lint debris from the lint trap.

Wash dust and grime from all light fixtures and power outlets

Sweep/Vacuum and mop in between, behind and on the sides of both machines.

\*\*Please remember: You will be held liable for all burnt out light bulbs, drip pans, batteries in chirping smoke detectors and air filters that are not replaced.

**Please acknowledge that all the above items have been completed. Thanks!**

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

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