Move-Out Requirements Check-List

Per the Terms of the Standard Residential Rental Agreement dated ____________ upon termination of tenancy it is the Tenant’s responsibility to deliver the premises in clean and well maintained condition, less normal wear and tear. This checklist is provided to aid Tenant in preparing premises in order to maximize the return of the security deposit. This list is for your convenience, however there may be items not mentioned that are necessary conditions for a satisfactory move out.

Rent Proration:
Your 45-day written notice was received on the __ day of ____________, 20__, with an anticipated move-out date of ____________, therefore the rent proration due is $ ____. This rent amount is due on or before the first day of ____________, 20__ and may not be deducted from the security deposit. Further, this rent shall be subject to late charges if not paid per the terms of the Rental Agreement.

Carpets:
Do not clean carpets. Realty Management Associates, Inc. (RMA) will arrange for professional carpet cleaning and deduct the appropriate charge from your security deposit. See the Rental Agreement for details. (Note: The carpet-cleaning fee on your Rental Agreement is only an estimate; the actual charge may vary.)

General Detailed Cleaning: Cleaning must be completed to the standards of Agent’s professional cleaning service. Any items that need attention will be cleaned at Tenant’s expense.

1. Windows: Wash all windows, tracks and screens. (Inside and outside)
2. Light fixtures: clean globes, outlet covers and replace light bulbs.
3. Cabinets: clean kitchen and bathroom cabinet faces, shelves, drawers and counter tops.
4. Bathrooms: clean sinks, showers, toilets, bathtubs and faucets (including hard water stains).
5. Appliances
   a. Refrigerator/Freezer (defrost): inside and out, clean underneath.
   b. Stove/Oven/Range Hood: burners, clean underneath, and replace drip pans.
   c. Dishwasher/Microwave: inside ledge, face, knobs, etc.
   d. Washer/Dryer: clean underneath, inside lid, empty lint filter, etc.
7. Floors – sweep and mop, including edges near cabinets.
8. Blinds/Curtains – blinds left dirty/dusty are sent out for professional cleaning.
9. Garage/Storage/Patio – sweep floor, dust, shelves, and clean oil stains from driveway/floor.
10. Cobwebs – remove around doors, under eaves, and near ceilings (inside and out).
11. Trash – Haul bagged or canned trash to curb. Do not leave large items or loose items. Large items left behind, including at or near dumpsters will be charged against your deposit. (Trash companies do not pick up furniture.)
12. Personal Property – Do not leave any personal property at the Premises. Personal property items left behind will be consider abandoned and disposed of at Tenant’s expense.

General Maintenance:
1. Change or clean furnace filter. Receipt must be delivered to Agent as verification.
2. Change Smoke Detector batteries. Receipt must be delivered to Agent as verification.
3. Repair all broken or cracked windows.
4. Check all drains/disposal for hair, food, etc. and clear.
5. Do not spackle nail holes. As per Rental Agreement, large nails, molly bolts, anchors or excessive nail holes of any size are not allowed; this would facilitate repair and painting of any wall damaged, which may be charged against your deposit.
6. Yard care – as per Rental Agreement, mow lawn, pull weeds, remove dead plants, and prune, within 3 days of move-out.

Specific Charges: Tenant agrees to pay for cleaning, maintenance and damage charges not performed at the termination of tenancy. The following details a partial list of common charges for typical clean, maintenance and damage charges; these costs are estimate and actual charges will apply. Realty Management Associates will charge an administrative fee of 10% of charged maintenance costs, plus $50.00 inspection fee for each property inspection.

1. General Cleaning: $32.50 per hour, plus material cost (2 hour minimum).
2. Window Cleaning: $9.00 per window, $95.00 minimum charge.
3. Blind Cleaning: $17.50 per blind, $95.00 minimum charge.
5. Smoke Detector Batteries: $9.00 per battery, $32.50 minimum charge.
6. Paint Touch-up: $50.00 per wall, $125.00 minimum charge.
7. Landscape Maintenance: $40.00 per hour, plus materials. $100.00 minimum charge.
8. Hauling: $32.50 per hour, plus dump fees and materials. $75.00 minimum charge.
9. Keys and Locks: $32.50 per hour, $75.00 minimum charge.
10. Garage Door Controls: $65.00 per controller replaced.
14. Plugged Drains: $65.00 per hour, $100.00 minimum charge.

Other Requirements/Information:

1. **Forwarding address** – Deposit refund will be delivered to the property address unless forwarding address information is delivered to Agent. Tenant assumes all liability for delayed delivery and lost mail.
2. **Keys** – All keys must be returned to the RMA office. Rent obligation and possession of the dwelling continues until keys are surrendered. A re-keying charge will be assessed at the conclusion of your tenancy and is specifically deducted from the initial move-in funds. Leave garage remote controls on the kitchen counter of the property.
3. **Charges Against Deposit** – All charges against deposits for repairs and cleaning will be subject to a 10% surcharge, except carpet cleaning and re-keying.
4. **Right to Show Property** – During the last 30 days of the tenancy, RMA may show the property to prospective tenants, with prior notification. If you have changed the locks during your tenancy, please notify and provide RMA with a key to avoid a re-keying charge.
5. **Change Move-out Date** – RMA must be notified in writing of any change in your moving date. Rent for the extension period must be paid in advance. Re-inspection fees will be charged should RMA not be notified of move-out dates and an inspection has to be re-scheduled.
6. **Receipts** – If you have replaced or repaired any items in accordance with these requirements, please supply RMA with written notification as well as receipts for purchase of said items. Maintenance performed by the tenant will not be validated without documentation, and may be charged against your security deposit.
7. **Utilities** – All utilities are to be left on through the move-out inspection of the premises. If utilities are off at the time the inspection is done there will be a trip charge of $50.00 to re-inspect the property. Always notify RMA of all termination arrangements with utility services.

**Refund of Deposit:**

The deposit and a statement of account will be mailed within 30 days. Any dispute of RMAs’ disposition of deposit must be in writing, signed and dated by the Tenant. Said dispute will be addressed by a special independent committee with a response delivered within 10 days of receipt. Items not noted on the Move-In Inspection Form at the beginning of your tenancy, will be charged against your deposit, if not completed.

This checklist has been presented and discussed at the inception of this tenancy. A copy of this checklist will be mailed at the time a written 45-day notice is delivered to Realty Management Associates, Inc.


Date


Tenant


Tenant