

JCRE Holdings LLC
www.jcreholdingsllc.com
908-635-8491
45 E City Ave #1579
Bala Cynwyd, PA 19004

MOVE-OUT CHECK LIST

FURTHER ACTION IS REQUIRED

Thank you for using JCRE Holdings LLC. It was a pleasure having you as a tenant. Please note that your unit must be returned to "Rent Ready" condition upon move out. Below is a check list that must be completed. Please call us if you have any questions.

All items below must be completed BEFORE move out or the cost to do so will be deducted from security deposit

1. All damage must be repaired properly
2. All hard floors must be swept or vacuumed and mopped
3. All carpeted floors must be vacuumed and cleaned using a carpet cleaner (all stains must be removed)
4. All cabinets must be cleared out and wiped down (all tack paper must be removed)
5. All sinks, tubs and toilets must be cleaned
6. All appliances must be cleaned out and deodorized
7. All walls must be cleaned
8. All baseboards, woodwork & windowsills must be cleaned
9. All interior and exterior light fixtures, switch plates and fans must be cleaned or replaced if needed
10. All areas behind and between appliances must be cleaned
11. Remove all personal property including any storage areas and remove all trash from property
12. All closets, shelves & rods must be cleaned
13. All windows, storm panes, and screens must be cleaned and properly placed
14. All landscaping must be trimmed and cut properly including removal of leaves
15. All rubbish and trash including personal items, furniture and all other items must be removed from the property
16. All lights, smoke detectors and Co2 detectors must be in working order with working bulbs and batteries
17. All painted surfaces must be returned to the original neutral color (failure to exactly match the color will result in additional charges)
18. All wall boarders, posters, murals and adhesives used to hang items must be removed from all walls

PETS

1. Any pet damage must be repaired
2. All carpets must be deodorized
3. Any infestations must be treated

PAST DUE MONIES

1. All past due monies (including but not limited to rent, late charges, service of notice fees, maintenance costs) must be paid in full
2. If past due monies are not paid in full a payment plan must be agreed to by the Owner and the Tenant on or before move-out

DO NOT

1. Remove phone jack or cords
2. Remove any cables
3. Remove any appliances (unless they are your personal property)

Keys & Forwarding Address Form

1. All keys must be returned to 45 E City Ave #1579 Bala Cynwyd, PA 19004 in a sealed, labeled envelope with your name and forwarding address unless discussed differently in writing by your landlord
2. All forwarding addresses, phone numbers and e-mail addresses must accompany the keys
3. A message must be left to your landlord once keys and forwarding information has been dropped off

Security & Utilities

1. All doors and windows must be locked and secured before leaving the property
2. All appliances such as refrigerator, stove, dishwasher, washer or dryer must be cleaned, unplugged and left open

A daily rental charge of \$200 per day will be charge for any hold over of the unit without prior written agreement.