

Gp Unlimited

Property Management

Tenant Move-Out Procedures

We appreciate the time you have spent with us and wish you the best of luck in your new home!

Please use the following checklist as a guide to completing your move out, and to help you avoid deductions from your security deposit. It is always our goal to refund 100% of your security deposit and by completing this checklist you will be speeding up the return of your deposit. This list, in conjunction with your original check-in inspection sheet, and any maintenance completed during your occupancy, will be used for your checkout inspection.

- ❖ **IMPORTANT:** Utilities **MUST** be on at the time of move out inspection and remain on at least **5-business days** after your move-out to allow for any repair work or cleaning to be completed. If Upon the completion of your Move-out no interior work has to be completed, utilities may be turned off within 24hrs after the Final Move-Out Inspection. If you turn utilities off prior to the required stated time above and we has to re-connect for cleaning or repair work you will be charged a **Re-connect fee** automatically.

Most of the time we either have tenants scheduled to move in right away, or work scheduled to be done. Therefore, it is imperative that you stay with your scheduled move-out date. If you choose to change your scheduled Final Inspection Date/Time, you will incur a **\$75 Appointment Change Fee**.

The Following Information is provided to help you get your security deposit returned without any misunderstandings:

1. Submit your 30-day Notice to vacate and schedule your Final Move-Out Inspection.
2. Pay all applicable and outstanding charges owed.
 - a. Your security deposit cannot be used as your last month's rent.
3. All keys and other items related to the premises must be returned no later than 5:30pm the day of lease termination.
 - a. Do not leave the keys at the unit.
 - b. Rent charges will continue until we receive the keys and all personal property is removed from the premises.
4. Security deposits will be mailed to the forwarding address left with the office within 30- days after the move-out inspection.
5. Remember how beautiful did the home look when you move in?
 - a. That's because we have our units professionally cleaned prior to resident move in. Our expectation is that it should look the same when you move out.
6. **CLEAN** your rental property inside/outside to avoid any charges against your deposit.
 - a. Refer to the **Move-Out Checklist** for further information.

Move-Out Checklist

If you are hiring a professional cleaner, give them this list to ensure they do not miss items. Some of the following items pertain mainly to single-family homes and Duplex's. If you are not responsible for maintaining the following items, then simply skip them. If you have any doubt, please call.

- PAINTING:** Please remove all nails---**DO NOT PATCH, SPACKLE OR SPOT PAINT NAIL HOLES**, or touchup paint without approval. If you paint & it does not match or if you do a poor job of filling holes, you will be charged for necessary painting to match the existing paint or to redo spackling. Charges for painting depend on length of time in the property and whether it exceeds normal wear & tear. (Paint found left in the home is only for possible color matching, not to be used for painting home)
- CARPET CLEANING:** Tenants are required to have the carpets **PROFESSIONALLY CLEANED** at the time of Move-Out. This must be completed 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. **DO NOT** rent machines from a store or use home cleaning machines. Only professional cleaning is acceptable.

Be sure to have any spot treatments or pet treatments done as needed. If any Odors or Pet Odors re-surfaces after you have vacated the property, the tenant will be responsible for charges incurred to remove the odor. If the cleaning is not done to our satisfaction, tenants will be charged for any additional expense.

- **IF you have Pets the additional is required and must be notated on the receipt: DEFLEA, DETICK & DEODERIZE, if not notated on the receipt it will be charged to have this done.**

IF YOU DO NOT PRODUCE YOUR RECEIPT AT MOVE OUT, THEY WILL BE COMPLETED, AND YOU WILL BE CHARGED.

❖ Replacements:

- Broken or damage mini blinds
- All light bulbs must be in working order (interior and exterior), the must be the proper type of bulb in the socket.
- Damage or missing door stops
- Broken or cracked windows and screens torn, ripped, or have holes.
- Air filters must be change or if washable, then cleaned.
 - If they are signs of this not been done in a regular bases, you will be charge to service the HVAC unit.
- Replace none working Smoke or CO2 detector and batteries. They will be tested.
- Drip pans and rings on stove (be sure to replace with correct size and color)
- Any changes made to the home by tenant during occupancy must be restored to original condition unless otherwise agreed to in writing. This includes (but not limited to) temporary fences, wallpapers, removal or placement of doors, handicap fixtures, etc. If you have removed any window treatments or area rugs, they must be put back in place for inspection
- Repair any pet damage to doors, door casing, trim and yard.

❖ Cleaning:

All Rooms:

- All walls, ceilings, and closet interiors must be free of cobwebs, dust, smudges, grease, food or stains
- All non-carpeted floor should be free of stains, scratches, dust and debris; washed and waxed where waxed is called for. Be careful with hardwood floors.
- All interior windows and sills must be clean. This includes the area between the windows and storms/screens.
- All window treatments that were provided, or are being left must be clean, have no stains, blind veins not bent, and in good working order. If you removed any, you must put them back in place unless otherwise agreed to in writing.
- All woodwork, moldings, trim, doors, vent covers, and baseboards must be free of dirt, dust, and stains, especially along the bottoms of the walls.
- Clean ceiling fans, light fixture, outlet, switch plates, exhaust fans and covers.
- Vacuum clean all heat vents, returns and air registers. Must be free of dust.
- Fireplace must be cleaned and vacuumed out.
- Washing machine must be wiped down and free of soap residues.
- Dryer must be wiped down and free of lint. If we discover the lint trap filled you will be charged for a professional cleaning of the trap and hose.

Bathrooms:

- Complete "All Rooms" Checklist.
- Scrub counter, cabinets, vanities and drawers inside and out.
- Clean and disinfect toilet inside and out, including walls, base and baseboards behind toilet.
- Scrub grout, tub and shower, ensuring all soap and scum are removed.
 - If the caulk around the tub or shower is showing any signs of mold, and cannot be cleaned, you must have it re-caulked.
- All exhaust fan, vent covers should be in working order and free of dust and grease.
- All medicine chests, vanities and drawers must be cleaned inside and outside.
- Polish mirrors

Kitchen:

- Complete "All Rooms" Checklist.
- Kitchen walls and floors must be washed and free of food stains, dust, dirt and grease. Any floor that requires oil soap or wax must be done accordingly.
- Cabinets: clean and scrub all drawers, shelves, counter, backsplash, and breadboards.
 - They must be free of grease inside and out
- Refrigerator: clean and scrub refrigerator, freezer inside and out. If on wheels, they must also be pulled out, and all dust and dirt be remove from the back and sides, floor and walls surrounding the refrigerator. Replace filter as needed.
 - Do not disconnect or turn off after cleaning.

- Stove: clean and scrub stove, oven including control panels, knobs, racks, door and boiler. Stove must be pulled out, and all dust and dirt be removed from the back and sides, floor and walls surrounding the stove.
 - Must be free of grease inside and out.
- Hood vent: clean and scrub hood vent, under hood vent and filter.
 - Must be free of grease inside and out.
- Microwave: clean and scrub microwave inside and out.
- Dishwasher, Trash Compactor and Garbage disposal: must be clean, scrub inside and out, including door edges and wiped clean.
 - Must be running freely.
- Sinks, Faucets and Garbage disposals: must be clean, scrub and wiped clean.
- Window and blinds.
 - Must be free of grease.
- Driveway / Garage / Utility room / Cross space
 - Must be free of dust, dirt, cobwebs, and debris.
 - Especially in between beams of unfinished ceilings.
 - If your vehicle has leaked oil in the garage or driveway, the oil stain must be cleaned up.
 - Clean up any chemical spills, old chemical and paints should be discarded properly.

❖ Utilities:

- If your heat source is fueled by oil or propane, you must have the tank filled at move-out. You must provide a receipt when you turn your keys or charges will apply.

❖ Trash:

- All trash, yard debris, and unwanted personal items must be removed from the property. If trash collection is not on your scheduled move out day, please make arrangements ahead of time to remove the bulk of it prior to that date. In any case, no trash is allowed to be left in or on the property. Please take care to discard chemicals, paints, and appliances appropriately. You can be fined by the county if you do not. (Call your trash company ahead of time, to let them know you will have a lot of trash. In addition, they can advise you on chemicals).
- Scrub and clean garbage cans

❖ Landscape Care and Clean up:

- The outside area is to be neatly mowed, trimmed, pruned, fertilized, weeded, pine-straw, barked, mulched, weed-eat and watered for outside areas that apply in your rental contract.
- Restore flowerbeds and natural areas to move-in condition by cleaning out and removing dead leaves and limbs out.
- Walkways, steps, decks and patios must be swept and free of weeds.
- Remove all trash and debris.
- Remove grease or oil drips (dispose of motor oil properly).
- Pick up any animal feces whether you have an animal or not.
- All garden tools must be cleaned, including BBQ grills.

- If you are leaving cut firewood, please make sure it is not stacked against the house.
 - Any firewood must be 5' feet away from any dwelling structure.

❖ **Pest Control:**

- You are required to supply 6 cans of concentrated deep reach fogger if:
 - The property is found with ants, spiders, cobwebs, etc.,
 - You can incur pest control charges.
 - You have pet at the property (either authorized or unauthorized).
- All foggers must be left unopened and will be place and discharge after walk-through inspection.

✓ **Turn in all remotes:**

- Garage, ceiling fan, alarm, etc., at Final Inspection
 - If you were issued remotes at Move-in and do not have them at Move-out, you will be charge accordingly.

✓ **Charges:**

The following is a list of the most common charges that are taken from the security deposits of our tenants after move out. Our hope is to return the maximum amount to you.

- Cleaning: Actual Cost of maid service
- Utilities: Actual cost for turn on and consumption, coordination fee and trip charge.
- Repairs: Actual cost
- Trash hauling: Actual cost, minimum \$75.00. DO NOT leave trash at your curb or in garage.
- Coordination Fee: Minimum \$100.00 Admin fee for contraction any cleaning, repair, utilities, hauling, etc.
- Trip charge: \$75.00 for each extra trip to the property to let vendors in or the re-inspect repairs.