

TierOne Real Estate

Move out checklist and charges

This checklist and the attached charge list will be used to make sure the home is clean and in the proper condition so we can quickly conduct an inspection and authorize the release of your security deposit.

Your Property Manager will conduct an inspection using the original inspection report that was provided when you moved in. We expect the premises to be in the identical condition. The Property Manager will have the final responsibility for determining “normal wear and tear” and what is the result of damage, abuse or neglect.

ALL repairs or maintenance items that are necessary to return the premises are in the identical condition as in the pre-occupancy inspection are the **responsibility of the Tenant**. The cost of these repairs and maintenance items will be deducted from the Security Deposit or charged to you afterwards (see the attached charge list). We will seek collection for any remaining balance.

When you signed the lease, you agreed to provide on the day the property is vacated:

- All rent and other account fees **MUST be paid in full** or a satisfactory written settlement agreement made with us for any balance due. Unpaid balances are deducted from the Security Deposit first.
- The **entire** property must be clean and all trash removed.
- Tile, vinyl and hardwood floors must be clean and waxed.
- Carpets **MUST** be professionally cleaned. (**Receipt is required from our pre approved company**).
- All nails or other holes in the walls must be filled or repaired properly.
- Outside hoses must be disconnected and stored.
- All window wells clean and clear of trash, weeds and debris
- Fireplace must be free of soot and the firebox vacuumed. All tools received with home must be present.
- All drapes and curtain rods or mini blinds should be firmly fastened. All drapes, blinds and curtains in good repair and properly hung and cleaned. ALL broken window coverings will be replaced at your expense.
- Refrigerator, stove, oven and microwave **MUST** be clean, defrosted and **plugged in**, running at normal settings.
- All personal property, including furniture, motor vehicles and all other items not on the property when you moved in, must be removed from the home and surrounding property. Anything left behind shall be regarded as abandoned and may be destroyed, hauled away or otherwise disposed of at **YOUR** expense.
- Get a final reading on your utilities, telephone and cable as of the last day on the lease. You will not be reimbursed for any amount you have paid past your move out date. **DO NOT DISCONNECT UTILITIES, YOU WILL BE CHARGED FOR THE RECONNECT FEE!**
- Make your final trash pick-up arrangements. **YOU WILL BE CHARGED FOR THE COST FOR THE REMOVAL OF ALL TRASH LEFT AFTER YOUR MOVE OUT DATE!**
- Clean ALL windows, window tracks and any door windows.
- All doors and windows must be properly locked or fastened.
- ALL keys and garage door remotes MUST BE returned to your manager on the last day. YOU WILL BE CHARGED FOR ANY MISSING REMOTES PLUS THE COST TO REPROGRAM THE OPENER!**
- The attached Move-Out charge list is used to identify additional charges for repairs and cleaning items.**

Move-Out Charges

This is a list of the most common charges encountered when tenants move out and leave the premises in need of repair. Please note that these charges are estimates, actual charges may vary. Normal wear & tear, and the remaining life of the item in need of repair, have been considered.

Remember, carpets MUST BE professionally cleaned by a company we pre approve when you move out and you must provide us a receipt or you will be charged for this service.

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<input type="checkbox"/> Repair forced door damage	\$150.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace door (inside)	\$150.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace door (exterior)	\$275.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace sliding glass door (single)	\$200.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace sliding glass door (double)	\$400.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Rescreen sliding door screen	\$75.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace sliding screen door	\$125.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace garage door remote	\$60.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace interior door knob	\$15.00																																																																																																																																																																																																																																																																														
Plumbing																																																																																																																																																																																																																																																																															
<input type="checkbox"/> Replace kitchen faucet	\$85.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace bathroom faucet	\$65.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace faucet handle	\$15.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace faucet aerator	\$7.50																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace shower head	\$20.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace toilet tank lid	\$30.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace toilet	\$175.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace garbage disposal	\$125.00																																																																																																																																																																																																																																																																														
Windows and window coverings																																																																																																																																																																																																																																																																															
<input type="checkbox"/> Replace single window pane	\$100.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace double window pane	\$250.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace Venetian blinds	\$75.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace window shade	\$50.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace drapery (sill length)	\$125.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace drapery (floor length)	\$200.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Rescreen window screen	\$35.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace window screen	\$65.00																																																																																																																																																																																																																																																																														
Electrical																																																																																																																																																																																																																																																																															
<input type="checkbox"/> Replace light bulb	\$3.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace light fixture globe	\$20.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace light fixture	\$45.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace electrical outlet/switch	\$20.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace electrical cover plate	\$5.00																																																																																																																																																																																																																																																																														
Locks																																																																																																																																																																																																																																																																															
<input type="checkbox"/> Replace door key	\$10.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace cylindrical door lock	\$50.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace deadbolt lock	\$50.00																																																																																																																																																																																																																																																																														
Miscellaneous																																																																																																																																																																																																																																																																															
<input type="checkbox"/> Replace refrigerator shelf	\$50.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace stove / oven knob	\$30.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Repair ceramic tile	\$50.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace ceramic tile countertop	\$450.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Repair laminate countertop	\$200.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace laminate countertop	\$350.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace mirror	\$150.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace medicine cabinet	\$150.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace towel bar	\$25.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace shower curtain rod	\$30.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace shower / tub enclosure	\$400.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Repair porcelain	\$200.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Replace thermostat	\$75.00																																																																																																																																																																																																																																																																														
<input type="checkbox"/> Remove junk and debris per hour	\$100.00																																																																																																																																																																																																																																																																														