

Move out instructions and Check list

To help you plan for your move out we have listed below the items that will be inspected when you move out. You can use this checklist for cleaning before you turn your home over to us. If you do not clean, the lease provides that we can withhold from your deposit for that purpose. We may also have to pay for repairs or damages that are beyond normal wear and tear and you will be charged for that. Normal wear and tear means deterioration that results from intentional use of a dwelling, including breakage or malfunction that results from age or deteriorated condition; it does not include deterioration that results from negligence, abuse, carelessness or accident caused by the tenant, or a member of the tenants household, or by a guest of the tenant. Determinations of reasonable wear and tear are also related to your length in residence. You can refer to the normal wear and tear attachment to the lease contract, in the tenant forms section of our website www.alpsmgmt.com.

Please read these instructions and follow them carefully! Call us if you have any questions.

SECURITY DEPOSIT REFUND

The refund of your security deposit is subject to the following provisions (as per your lease).

1. All conditions of the lease agreement must be fulfilled.
2. Vacate the premises on or before your move out date.
3. The entire interior and exterior of the unit is to be cleaned (as per the checklist).
4. Any balance on your account must be paid.
5. All keys and access devices must be returned to our office. As per the lease, rent will continue to be charged until all keys and devices are returned to the management office.
6. If you have not already provided us with your forwarding address, please do so immediately. It must be given in writing
7. If we have to do anything to the home besides carpet cleaning, you will be charged a \$85.00 coordination administration fee.

We process and mail all deposit refunds at the end of each month for those tenants with leases that ended the month before. You will receive a full accounting at that time. Please do not call and ask us to give you an accounting over the phone. We are often asked "How much of my deposit am I going to get back?" The answer is "As much as you want!" Our desire is to return you your deposit. If you fulfill the terms and conditions of your lease and you follow our move out instructions, it means you want as much of it back as possible. If you leave a damaged and dirty property for us to deal with and do not return your keys or access devices or fail to give a forwarding address, it means you do not care. Therefore, it is really up to you.

CLEANING CHECK LIST

LIVINGROOM

- Clean all windows inside and out, sills and mini-blinds or wall coverings.
- Clean all woodwork and walls of fingerprints and spots.
- Clean all light fixtures.
- Vacuum carpet and clean all tile or vinyl floors.
- Clean inside and out of front and back doors and patio doors.
- Dust A/C vents.
- Clean out fireplace.
- Clean any ceiling fans.
- Clean smudges and marks from door frames, and around switch plates

BEDROOMS

- Clean all windows inside and out, sills and mini-blinds.
- Clean closet, shelves, and remove hangers.
- Vacuum carpet and clean vinyl floors.
- Clean all light fixtures.
- Dust A/C vents.
- Clean ceiling fan(s).
- Clean smudges and marks from door frames, and around switch plates

BATHROOMS:

- Clean linen closet.
- Clean vanity drawers.
- Clean all light fixtures.
- Clean out any medicine cabinet.
- Clean thoroughly, shower, tub, tile, grout and sink.
- Clean floor thoroughly.
- Clean commode and tighten seat if loose.
- Clean smudges and marks from door frames and around switch plates

KITCHEN:

- Clean stove, stovetop (including under stovetop), drip pans (replace if uncleanable)
- Clean exhaust screen and hood.
- Clean the oven, broiler and broiler pan.
- Clean refrigerator, trays, shelves. Defrost if necessary, turn off and prop door open.
- Clean out all cabinets and remove shelf lining.
- Clean counter tops, drawers, sink and under sink.
- Clean all light fixtures.
- Clean smudges and marks from door frames and around switch plates.

GENERAL ITEMS CHECK LIST

All interior light bulbs must be working. Replace with correct wattage bulbs. Exterior bulbs must be working and should be replaced with like type.

All keys and garage door openers (if applicable) must be returned to our office on the designated move out date. Failure to return keys and openers will result in a deduction from your security deposit. Failure to return keys on the designated day will result in additional rent charges.

Clean oil or grease from garage floor and driveway. Clean out any storage areas.

Please DO NOT fill holes in your walls with spackle. We have had to completely repaint interiors that were in good shape after tenants have attempted to fill holes. Also, do not attempt to spot paint as paint rarely matches when it becomes old and generally leads to our having to paint an entire room or house.

Clean the yard of any trash or debris. Also, all beds should be free of weeds and the yard must be mowed and trimmed within three days of move out. Any grass or shrubs that were damaged by pets, cars, lack of water or care will be your responsibility.

Replace any exterior burned out light bulbs with like type bulbs.

Change A/C filter(s). If left dirty, you will be charged for the filter and possibly to clean the A/C coils.

Make arrangements to have all your trash and garbage picked up BEFORE you leave. You will be charged if we have to haul it. Garbage containers should be secured away from the street.

If a pet has been kept on the premises, the property will be treated for fleas and flea eggs and all pet droppings must be removed.

Pursuant to your lease agreement, leave all utilities on through the end of your lease term regardless of whether you move out sooner. Most leases end the last day of the month, so schedule your utilities to go off on the first day of the following month. If we have the services re-instated, you will be charged turn-on fees plus usage, the cost of which will far surpass any savings you may realize by turning utilities off too early.

What is Normal Wear and Tear vs. Damages?

Wear and Tear is defined as: The lessening in value of an asset such as real estate due to ordinary and normal use.	Damage is defined as: Injury or harm that reduces value, usefulness, etc. of real estate.
<p>Well-worn keys Failure of A/C or heating unit due to normal use “Sticky” key Balky door lock Minor scuffing of walls due to normal cleaning</p> <p>Worn pattern in plastic counter top Rust stain under sink faucet</p> <p>Loose, inoperable faucet handle Rusty refrigerator shelf Discolored ceramic tile Loose grout around ceramic tile</p> <p>Carpet seam unraveling Minor tracking of carpet in hallway and major traffic area Scuffing on wooden floor Linoleum with the back showing through Minor indention of carpet from furniture Wobbly toilet Rusty shower curtain rod Rust stain under bathtub spout Tracks on doorjamb where door rubs</p> <p>Plant hanger left in ceiling Stain on ceiling caused by leaky roof</p> <p>Discolored light fixture globe Staining inside of fireplace Window cracked by settling Faded shade Sun damaged carpet Sun damaged drapes Rusted out or worn out garbage disposal</p> <p>Stains on parking space after any removal of grease or oil Broken drawer guides Low number of small nail holes</p>	<p>Accumulation of dust, dirt, grease, grime, debris, hair, chemicals Any unauthorized alterations (i.e. painting, wall papering, etc.) Failure of HVAC due to no filter or dirty filter, fire ants in contactor Failure to report maintenance in a timely manner which could lead to further damage, such as: leaks, discoloration of linoleum and tile, blistering paint in bathrooms, defective weather stripping (these lead to sheetrock damage, carpet damage, and paint damage)</p> <p>Excessive paint preparation (crayon marks, oil, smoke, etc.) Missing keys, keys broken off inside lock Door lock replaced by tenant without management’s permission</p> <p>Inadequate cleaning as stated above Missing faucet handle Missing or broken refrigerator shelf or door Damaged ceramic tile or bathtub/sink enamel Cracked or broken toilet tank lid Damaged towel bars Permanent damage of carpet due to improper water bed protection Carpet burn or tear, stain marks on carpet Damage to wooden floor Tear in linoleum</p> <p>Scratches, holes, or gouges in any door or wall Missing doors, missing or broken door stops</p> <p>Missing light fixture globe, burned out or missing light bulbs Damaged lenses Ashes in fireplace, soot on walls or ceilings from burning candles Broken windows or glass Damaged vertical and mini blinds, torn shade, damaged drapes or rods Missing, bent, or torn window screen Jammed garbage disposal Pet damage, fleas from tenant’s pets, urine odor in carpet Caked grease or paint on walkways and driveways</p> <p>Broken smoke alarms or carbon monoxide alarms Removal of tenant trash and junk Any other tenant damage as determined by Walk Out/Make Ready for next tenant. Removal of any hazardous waste Lawn, shrubs and trees not maintained in accordance with lease</p>

ALPS, Inc. will back charge tenant if any items are discovered to be tenant damage.

This is not an all inclusive list

Initials of Residents ____, ____, ____, ____ and Landlord’s Agent ____