

Property Management Services Columbus Ohio

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 as we conduct an inspection and authorize the release of your security deposit.

We expect the premises to be in the identical condition as your move in. 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 to the identical condition as when you moved in is 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.
- ☐ The **entire apartment** as well as carpets MUST be professionally deep cleaned.
(Receipt is required from our pre approved cleaning company – Magic Hands Cleaning. You can reach them directly 614-749-5557 or info@magichandscleaning.biz).
This includes having Magic Hands Cleaning **deep clean** the kitchen appliances, kitchen cabinets, kitchen floors, kitchen countertops, bathroom(s) tub(s) and / or shower stall, bathroom toilet(s), bathroom mirror(s), bathroom floor, bathroom vanity, bathroom sink, window blinds, and window ledges.
- ☐ All nails or other holes in the walls must be filled or repaired properly.
- ☐ All mini blinds should be firmly fastened. All blinds 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 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. Please leave both keys provided to you on the kitchen counter the day of departure. YOU WILL BE CHARGED FOR ANY MISSING KEYS & 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, your apartment must MUST BE professionally deep 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.***

Cleaning		Plumbing	
Clean refrigerator	\$75	<input type="checkbox"/>	Replace kitchen faucet \$95
Clean stove top & under burner trays	\$75	<input type="checkbox"/>	Replace bathroom faucet \$85
Clean oven & drawer	\$75	<input type="checkbox"/>	Replace faucet handle \$25
Clean stove hood	\$20	<input type="checkbox"/>	Replace faucet aerator \$10
Clean kitchen cabinets	\$150	<input type="checkbox"/>	Replace shower head \$30
Clean Kitchen floor (under stove/fridge)	\$75	<input type="checkbox"/>	Replace toilet tank lid \$30
Clean tub/shower and surrounding area	\$75	<input type="checkbox"/>	Replace toilet \$200
Clean Countertops	\$30	<input type="checkbox"/>	Replace toilet seat \$25
Clean toilet and sink	\$25	<input type="checkbox"/>	Replace garbage disposal \$150
Clean bathroom cabinets and floor	\$50	<input type="checkbox"/>	
Vacuum throughout dwelling	\$50		
Clean greasy parking space	\$30		
Carpet steam clean – Garden Apartment	\$250		
Carpet steam clean – Townhome	\$400		
Clean fireplace	\$50		
Replace burner drip pans	\$50		
Clean Dishwasher	\$75	Windows and window coverings	
Clean Microwave	\$30	<input type="checkbox"/>	Replace single window pane \$125
Average whole cleaning – Garden Apartment	\$400	<input type="checkbox"/>	Replace double window pane \$270
Average whole cleaning - Townhome	\$800	<input type="checkbox"/>	Rescreen window screen \$35
Odor Removal	Varies	<input type="checkbox"/>	Replace window screen \$65
Wash windows – including tracks/inside	\$40	<input type="checkbox"/>	Replace window blinds \$75
Pest or rodent extermination	\$150	<input type="checkbox"/>	Replace sliding door blinds \$100
		<input type="checkbox"/>	Electrical
		<input type="checkbox"/>	Replace light bulb \$7
		<input type="checkbox"/>	Replace light fixture globe \$30
		<input type="checkbox"/>	Replace light fixture \$75
		<input type="checkbox"/>	Replace electrical outlet/switch \$25
		<input type="checkbox"/>	Replace electrical cover plate \$10
		<input type="checkbox"/>	Locks
		<input type="checkbox"/>	Replace door key \$25
		<input type="checkbox"/>	Replace cylindrical door lock \$50
		<input type="checkbox"/>	Replace deadbolt lock \$100
		<input type="checkbox"/>	Miscellaneous
		<input type="checkbox"/>	Replace refrigerator shelf \$75
		<input type="checkbox"/>	Replace stove / oven knob \$30
		<input type="checkbox"/>	Repair ceramic tile \$50
		<input type="checkbox"/>	Replace ceramic tile countertop \$450
		<input type="checkbox"/>	Repair laminate countertop \$300
		<input type="checkbox"/>	Replace laminate countertop \$500
		<input type="checkbox"/>	Replace mirror \$200
		<input type="checkbox"/>	Replace medicine cabinet \$150
		<input type="checkbox"/>	Replace towel bar \$30
		<input type="checkbox"/>	Replace shower curtain rod \$30
		<input type="checkbox"/>	Replace shower / tub enclosure \$1,250
		<input type="checkbox"/>	Replace thermostat \$50
		<input type="checkbox"/>	Repair porcelain \$75
		<input type="checkbox"/>	Remove junk and debris (per large bag) \$25
		<input type="checkbox"/>	Dry wall repair – 6” x 6” \$100
		<input type="checkbox"/>	Dry wall repair – 12”x 12” \$200
		<input type="checkbox"/>	Replace door trim woodwork \$200
		<input type="checkbox"/>	Repair / Replace smoke detector \$75
		<input type="checkbox"/>	Repair / Replace carbon monoxide detector \$75
		<input type="checkbox"/>	Repair kitchen cabinet \$150
		<input type="checkbox"/>	Repair kitchen drawer \$150
		<input type="checkbox"/>	Removal of rented washed and / or dryer \$100
		<input type="checkbox"/>	Replace door stop \$10
		<input type="checkbox"/>	Kitchen refrigerator crisper tray \$175
		<input type="checkbox"/>	Kitchen refrigerator crisper drawer \$150

