



Date

Tenant Full Address

Tenant Names (Financially Responsible)

Dear Tenant First Names (Financially Responsible),

We are sending you the checklist in preparation for your move-out this Tenant Move Out Date.

Upon lease expiration, the resident(s) will be provided with a list of pre-approved cleaning companies which can be used to have the apartment cleaned. By using one of our pre-approved cleaning companies, management will not withhold any of the resident(s) security deposit with regard to cleaning the unit. Management does reserve the right to deduct cleaning fees for those items in the absence of a receipt for cleaning at the time of move-out.

Regarding the return of your security deposit, please email us your forwarding address at **614rentmeleaseingoffice@gmail.com**.

Thank you!

Sincerely,
Management
Property Name



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 you 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 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 afterward (see the Move Out Charge list below). We will seek collection for any remaining balance due. **Email your forwarding address to 614rentmeleasingoffice@gmail.com to return your Security Deposit once all is cleared.**

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

- All rent, utilities, 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 cleaned and waxed.
- The entire apartment, as well as carpets, **MUST be professionally deep cleaned**.
The resident will pay at least 30 days prior to the end of the apartment lease agreement, the cleaning company that Property Management Services Columbus Ohio has authorized to perform the vacated apartment deep clean.

This includes having the authorized cleaning company 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 mini blinds should be firmly fastened, 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.

APARTMENTS FOR RENT
COLOMBUS OHIO LLC

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+1 (614) 855-7675

www.614rentme.com



MOVE OUT CHECKLIST AND CHARGES

- For a rented washer and dryer, please contact the rental company 45 days before your move-out date or to your end of the lease for them to remove the appliances in the unit. Failure to do so will be fined.
- 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 of 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!**
- Contact your Internet, Phone, and Cable Company provider 45 days before your move-out date to remove or to return the equipment to their local service center. Failure to do so will be fined.
- Make your final trash pick-up arrangements. **YOU WILL BE CHARGED FOR THE COST OF 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 apartment keys, mailbox keys, parking passes, and garage door remotes **MUST BE** returned. Please leave these items on the kitchen counter on the day of departure. **YOU WILL BE CHARGED FOR ANY MISSING APARTMENT KEYS, MAILBOX KEYS, PARKING PASSES, AND 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.

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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 BE** professionally deep cleaned by a company we pre-approve when you move out and you must provide us with a receipt or you will be charged for this service

CLEANING

| | | | |
|--|--------|---|--------|
| Clean refrigerator | \$75 | Average whole cleaning - Garden Apartment | \$400 |
| Clean stovetop & under burner trays | \$75 | Average whole cleaning - Townhome | \$800 |
| Clean oven & drawer | \$75 | Odor removal | Varies |
| Clean stove hood | \$20 | Wash windows - including tracks/inside | \$40 |
| Clean kitchen cabinets | \$150 | Pest or rodent extermination | Varies |
| Clean kitchen floor (under stove/fridge) | \$75 | Trash Violation | Varies |
| Clean tub/shower and surrounding area | \$75 | | |
| Clean countertops | \$30 | | |
| Clean toilet and sink | \$25 | | |
| Clean bathroom cabinets and floor | \$50 | | |
| Clean greasy parking space | \$30 | | |
| Furnace & Airduct cleaning | Varies | | |
| Carpet steam clean - Garden Apartment | \$250 | | |
| Carpet steam clean - Townhome | \$400 | | |
| Clean fireplace | \$75 | | |
| Replace burner drip pans | \$75 | | |
| Clean dishwasher | \$75 | | |
| Clean microwave | \$40 | | |

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MOVE OUT CHARGES

FLOORING

| | |
|---------------------------------------|-------|
| Remove carpet stain (per stain) | \$100 |
| Deodorize carpet | \$175 |
| Repair carpet (per spot) | \$150 |
| Repair LVT flooring (per spot) | \$125 |
| Refinish hardwood flooring (per room) | \$300 |
| Repair linoleum (per spot) | \$125 |
| Replace kitchen linoleum | \$500 |
| Replace bathroom linoleum | \$300 |
| Repair floor tile (per spot) | \$125 |
| Replace bathroom floor tile | \$250 |
| Replace kitchen floor tile | \$350 |

WALLS

| | |
|---------------------------------|-------|
| Remove mildew and treat surface | \$50 |
| Cover crayon marks (per spot) | \$50 |
| Repair hole in wall | \$100 |
| Remove wall paper | \$400 |
| Repaint (per wall/ceiling) | \$95 |
| Repair nail holes (each hole) | \$20 |
| Replace baseboard | \$125 |

DOORS

| | |
|-------------------------------------|-------|
| Repair hole in hollow core door | \$175 |
| Repair forced door damage | \$175 |
| Replace door (inside) | \$250 |
| Replace door (exterior) | \$650 |
| Replace sliding glass door (single) | \$350 |
| Replace sliding glass door (double) | \$700 |
| Rescreen sliding door screen | \$125 |
| Replace sliding screen door | \$225 |
| Replace garage door remote | \$75 |
| Replace interior door knob | \$50 |

PLUMBING

| | |
|--------------------------|-------|
| Replace kitchen faucet | \$125 |
| Replace bathroom faucet | \$125 |
| Replace faucet handle | \$50 |
| Replace faucet aerator | \$25 |
| Replace shower head | \$50 |
| Replace toilet tank lid | \$50 |
| Replace toilet | \$250 |
| Replace toilet seat | \$50 |
| Replace garbage disposal | \$195 |

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MOVE OUT CHARGES

WINDOW AND WINDOW COVERINGS

ELECTRICAL

| | |
|-----------------------------|-------|
| Replace single window pane | \$150 |
| Replace double window pane | \$300 |
| Rescreen window screen | \$50 |
| Replace window screen | \$75 |
| Replace window blinds | \$75 |
| Replace sliding door blinds | \$125 |

| | |
|----------------------------------|-------|
| Replace light bulb | \$10 |
| Replace light fixture globe | \$40 |
| Replace light fixture | \$125 |
| Replace electrical outlet/switch | \$50 |
| Replace electrical cover plate | \$15 |

LOCKS

| | |
|-------------------------------|-------|
| Replace door key | \$50 |
| Replace cylindrical door lock | \$75 |
| Replace deadbolt lock | \$125 |

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MOVE OUT CHARGES

MISCELLANEOUS

| | | | |
|--|---------|--|-------|
| Replace refrigerator shelf | \$75 | Repair/Replace smoke detector | \$95 |
| Replace stove/oven knob | \$30 | Repair/ Replace carbon monoxide detector | \$95 |
| Repair ceramic tile | \$75 | Repair kitchen cabinet | \$175 |
| Repair ceramic tile countertop | \$525 | Repair kitchen drawer | \$175 |
| Repair laminate countertop | \$375 | Removal of rented washed and/or dryer | \$100 |
| Replace laminate countertop | \$525 | Replace door stop | \$10 |
| Replace mirror | \$200 | Kitchen refrigerator crisper tray | \$50 |
| Replace medicine cabinet | \$150 | Kitchen refrigerator crisper drawer | \$50 |
| Replace towel bar | \$50 | Access Key fob | \$150 |
| Replace shower/tub enclosure | \$1,250 | Garage door remote opener | \$95 |
| Replace thermostat | \$75 | Replace parking permit | \$50 |
| Repair porcelain | \$75 | Replace mailbox key | \$50 |
| Remove junk and debris (per large bag) | \$50 | | |
| Drywall repair - 6" x 6" | \$100 | | |
| Drywall repair - 12" x 12" | \$200 | | |
| Replace door trim woodwork | \$200 | | |

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