



Date

Tenant Full Address

Tenant Names (Financially Responsible)

Tenant Move-out Date: Tenant Move Out Date

Dear Tenant First Names (Financially Responsible),

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

PLEASE READ THROUGH THE ATTACHED MOVE-OUT CHECKLIST TO ENSURE A SMOOTH AND ORDERLY MOVE-OUT.

During your move out process we offer an option for you to prepay to have your apartment and carpets professionally cleaned after your move out. Please email our office at 614rentleasingoffice@gmail.com to let us know you are interested. We will add the \$259 cleaning fee and the \$149 carpet cleaning fee to your lease ledger. It will need to be paid in full no later than 30 days prior to your lease end date. It will include deep cleaning the kitchen appliances, kitchen cabinets, kitchen floor, kitchen countertops, bathroom(s), tub(s) and/or shower stall, bathroom toilet(s), bathroom mirror(s), bathroom floors, bathroom vanity, bathroom sinks, window, blinds, and window ledges.

If management is charged any additional fees from the cleaning service for any non routine cleaning they will be added to your move out report.

If you do not choose this option management does reserve the right to charge for cleaning fees.

On the day of your move out, please lock your Townhome as well as garage and return ALL Townhome keys, the Key Fob, Mailbox keys, and garage door remote opener to The Ravines At Rocky Ridge 5700 Rocky Ridge Landings Drive, Westerville, OH 43081. Our office is open Monday through Friday between 10 am to 6 pm Eastern, Saturday from 10 am to 5 pm Eastern, and Sunday from Noon to 5 pm Eastern. **Please note that you will be CHARGED for all missing items as well as the cost associated with reprogramming the garage door remote opener.**

Regarding the return of your security deposit, please email us your forwarding address

at 614rentmeleaseingoffice@gmail.com.

Thank you!

Sincerely,
Management
The Traditions at Worthington Woods



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 right 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 necessary to return the premises to the identical condition as when you moved in are the tenant's responsibility. 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. You **MUST** provide your forwarding address. **Email your forwarding address to 614rentleasingoffice@gmail.com, and fill out the requested bank information to return your Security Deposit via eCheck.**

When you signed the lease, you agreed to provide the following 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.
- **During your move out process we offer an option for you to prepay to have your apartment and carpets professionally cleaned after your move out.** Please email our office at 614rentleasingoffice@gmail.com to let us know you are interested. We will add the **\$259 cleaning fee and the \$149 carpet cleaning fee** to your lease ledger. **It will need to be paid in full no later than 30 days prior to your lease end date.** It will include deep cleaning the kitchen appliances, kitchen cabinets, kitchen floor, kitchen countertops, bathroom(s), tub(s) and/or shower stall, bathroom toilet(s), bathroom mirror(s), bathroom floors, bathroom vanity, bathroom sinks, window, blinds, and window ledges.
- If management is charged any additional fees from the cleaning service for any non routine cleaning they will be added to your move out report.
- If you do not choose this option management does reserve the right to charge for cleaning fees.
- 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.



MOVE OUT CHECKLIST AND CHARGES

- ◆ Replace the current drip pans with the correct sizes to avoid extra charges. Please take note of the following GE part order numbers for the required drip pans:
 - GE Part Order #: 3150246 - Two 6-inch drip pans
 - GE Part Order #: 3150247 - Two 8-inch drip pans

On your move-out day, please ensure you install the new and correctly sized drip pans on the stove. Alternatively, you can leave them on the countertop.

- ◆ 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.
- ◆ Please be advised that Pioneer Energy Management cannot accept payments after your move-out date. Should you have an outstanding utility balance upon move-out, it will be added to your apartment account and must be paid directly to Property Management Services or deducted from your security deposit. 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.
- ◆ On the day of your move out, please lock your Townhome as well as garage and return ALL Townhome keys, the Key Fob, Mailbox keys, and garage door remote opener to **The Ravines At Rocky Ridge 5700 Rocky Ridge Landings Drive, Westerville, OH 43081**. Our office is open Monday through Friday between 10 am to 6 pm Eastern and Saturday from 10 am to 5 pm Eastern. **Please note that you will be CHARGED for all missing items as well as the cost associated with reprogramming the garage door remote opener.**
- ◆ As a reminder, we will not conduct a walkthrough of your apartment prior to moving out. However, we will require entry before your scheduled move-out date to predetermine vendor schedules. Residents could be responsible for damages not listed on the move-in condition form. You will hear from the management within 30 days of your move-out regarding any charges due or a security deposit refund. Also, please be sure to submit a change of address form to the post office so your mail is forwarded appropriately.
 - **If you move out during the cold months, please leave the thermostat set at 62 degrees.**

The attached Move-Out charge list is used to identify additional charges for repairs and cleaning items.



Move-out Charge List

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.

| CLEANING | | | |
|---|--------|--|-----------|
| Clean refrigerator | \$75 | Clean microwave | \$40 |
| Clean stove top & under burner trays | \$50 | Average whole cleaning - Garden Apartment | \$199 |
| Clean oven & drawer | \$75 | Average whole cleaning - Townhome | \$259 |
| Clean stove hood | \$20 | Odor removal | Varies |
| Clean kitchen cabinets | \$150 | Wash windows - including tracks/inside | \$50 |
| Clean kitchen floor (under stove/fridge) | \$50 | Pest or rodent extermination | Varies |
| Clean tub/shower and surrounding area | \$125 | Dusty or dirty window blinds | \$30 |
| Clean countertops | \$40 | Light dusting required throughout the unit | \$50 |
| Clean toilet and sink | \$40 | Wash light fixtures (each) | \$20 |
| Clean sink | \$40 | Sweep, vacuum, mop | \$50 |
| Clean bathroom cabinets and floor (each) | \$50 | Dust and wash trim | \$50 |
| Clean greasy parking space | \$30 | Wipe down walls | \$50 |
| Furnace & Airduct cleaning | Varies | General Labor | \$60/hour |
| Carpet spot treatment (each) | \$50 | Evidence of indoor smoking | Varies |
| Carpet steam light clean - Garden Apartment | \$99 | Stopped or backed-up drains | Varies |
| Carpet steam heavy clean - Garden Apartment | \$299 | Pest or rodent extermination | Varies |
| Carpet steam light clean - Townhome | \$149 | Furnace & Air duct cleaning | Varies |
| Carpet steam heavy clean - Townhome | \$399 | | |
| Clean fireplace | \$75 | | |
| Replace burner drip pans | \$50 | | |
| Clean dishwasher | \$50 | | |



Move-out Charge List

| FLOORING | | | | |
|---------------------------------------|-------|--|-------------------------------------|-------|
| Remove carpet stain (per stain) | \$100 | | Replace kitchen linoleum | \$500 |
| Deodorize carpet | \$175 | | Replace bathroom linoleum | \$400 |
| Repair carpet (per spot) | \$150 | | Repair floor tile (per spot) | \$150 |
| Repair LVT flooring (per spot) | \$150 | | Replace bathroom floor tile | \$350 |
| Refinish hardwood flooring (per room) | \$300 | | Replace kitchen floor tile | \$450 |
| Repair linoleum (per spot) | \$150 | | | |
| WALLS | | | | |
| Remove mildew and treat surface | \$85 | | Repaint (per wall/ceiling) | \$95 |
| Cover crayon marks (per spot) | \$50 | | Repair nail holes (each hole) | \$20 |
| Remove wall paper | \$495 | | Replace baseboard | \$150 |
| DOORS | | | | |
| Repair hole in hollow core door | \$175 | | Replace sliding glass door (double) | \$750 |
| Repair forced door damage | \$175 | | Rescreen sliding door screen | \$125 |
| Replace door (inside) | \$250 | | Replace sliding screen door | \$225 |
| Replace door (exterior) | \$650 | | Replace garage door remote | \$75 |
| Replace sliding glass door (single) | \$400 | | Replace interior door knob | \$50 |
| PLUMBING | | | | |
| Replace kitchen faucet | \$175 | | Replace toilet tank lid | \$75 |
| Replace bathroom faucet | \$175 | | Replace toilet | \$295 |
| Replace faucet handle | \$95 | | Replace toilet seat | \$75 |
| Replace faucet aerator | \$50 | | Replace garbage disposal | \$195 |
| Replace shower head | \$95 | | | |
| WINDOW AND WINDOW COVERINGS | | | | |
| Replace single window pane | \$295 | | Replace window screen | \$99 |
| Replace double window pane | \$395 | | Replace window blinds | \$75 |



Move-out Charge List

| | | | |
|--|---------|--|-------|
| Rescreen window screen | \$75 | Replace sliding door blinds | \$195 |
| Vertical blind slat (per slat) | \$20 | | |
| ELECTRICAL | | | |
| Replace light bulb | \$10 | Replace electrical cover plate | \$15 |
| Replace light fixture globe | \$50 | Replace electrical outlet/switch | \$50 |
| Replace light fixture | \$175 | | |
| LOCKS | | | |
| Replace door key | \$50 | | |
| Replace cylindrical door lock | \$99 | | |
| Replace deadbolt lock | \$150 | | |
| MISCELLANEOUS | | | |
| Replace refrigerator shelf | \$129 | Replace door trim woodwork | \$200 |
| Replace stove/oven knob | \$40 | Repair/Replace smoke detector | \$99 |
| Repair ceramic tile | \$95 | Repair/ Replace carbon monoxide detector | \$99 |
| Repair ceramic tile countertop | \$725 | Repair kitchen cabinet | \$199 |
| Repair laminate countertop | \$399 | Repair kitchen drawer | \$199 |
| Replace laminate countertop | \$599 | Removal of rented washed and/or dryer | \$199 |
| Replace mirror | \$225 | Replace door stop | \$10 |
| Replace medicine cabinet | \$175 | Kitchen refrigerator crisper tray/drawer | \$129 |
| Replace towel bar | \$99 | Countertop end siding (per side) | \$175 |
| Replace shower/tub enclosure | \$1,399 | Access Key fob | \$199 |
| Replace thermostat | \$99 | Garage door remote opener | \$99 |
| Repair porcelain | \$75 | Replace mailbox key | \$50 |
| Remove junk and debris (per large bag) | \$50 | Replace parking pass | \$50 |
| Drywall repair - 6" x 6" | \$125 | Dry wall anchor repair (per spot) | \$25 |
| Drywall repair - 12" x 12" | \$200 | | |