

## D. Thompson Realty & Property Management Move Out Instructions

To:

Address:

We understand you will be vacating the above address by:

1. We wish to remind you that the property must be returned in the same condition it was in when you moved in to receive your full security deposit back. Charges for cleaning and damages will be charged to you according to the prices listed below for any failure to do these things. **Please make arrangements to take the utilities out of your name the day the keys are turned in (or at the end of the month in some cases). PLEASE DO NOT LEAVE THE REFRIGERATOR OFF OR UNPLUGGED!**

2. **Please schedule an appointment with the resident manager or the main office** to check out your rental after all of your belongings are out and you have thoroughly cleaned. If all checks out well your deposit will be refunded to you within 14 days.

- \$50-\$75 Vacuum carpet. You will be charged to steam clean the carpet if there are excessive stains. If stains cannot be removed or if there is damage to the carpet, you will pay to replace the carpet.
- \$25 Clean stove completely, including oven and drip pans.
- \$25 Clean and defrost refrigerator. **DO NOT LEAVE THE REFRIGERATOR UNPLUGGED**
- \$20 Clean and wash kitchen floor, including under refrigerator and stove. Remove any marks.
- \$20 Clean and wipe shelves of cupboards and drawers in kitchen.
- \$10 Clean kitchen sink and shine fixtures.
- \$50 Clean bathroom floor, tub, shower, toilet, sink, mirror, medicine cabinet.
- \$5 For each key not returned.
- \$20 For each damaged mini blind.
- \$60 For each damaged vertical blind.
- \$25 For each storm window insert or screen insert missing or damaged.
- \$140 For each combination window missing or with more than two inserts missing or damaged.
- \$140 For each storm door damaged or missing.
- \$120 For each bedroom or closet door damaged or missing.
- \$25 For each hole in wall larger than nail hole size.
- \$1 For every light bulb that does not work or is improper wattage.
- \$30 Replace non-working smoke detector battery (each).
- \$50 Replace missing or broken smoke detectors (each).
- \$50 Minimum to haul trash to properly bagged for City to take.
- \$100 Minimum to cut grass, trim bushes, cut volunteer trees, clean yard.
- \$100 Minimum to remove snow.
- \$20 To remove adhesive stickers.

Thank you for your cooperation. Remember you may wish to use us for a reference in the future and we would like to give you a good reference. We do file a Tenant Report with Experian RentBureau and Tenant Data Service, which is a credit reporting agency.