

## 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. 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 carpets. 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 be charged to replace the carpet.

\$50 Clean stove completely, including oven, drip pans, under burners, sides and front.

\$35 Clean refrigerator completely, including under crisper drawer, sides, top, and front.

\$25 Clean kitchen floor including under appliances.

\$25 Clean and wipe inside and out of kitchen cabinets.

\$20 Clean kitchen sink, faucet and countertops.

\$55 Clean bathroom completely. Tub, shower, toilet, sink, mirror, medicine cabinet.

\$30 To remove adhesive stickers. (Per hour)

\$5 For each key not returned.

\$25-\$75 For each damaged or dirty mini blind.

\$50-\$150 For each damaged or dirty vertical blind.

\$35 For each storm window insert or screen damaged or missing.

\$150 For each storm combination window damaged or missing. (with 2 or more inserts missing)

\$210 For each storm door damaged or missing.

\$150 For each bedroom or closet door slab damaged or missing (pre-hung doors cost more).

\$75 For each hole in wall larger than nail hole size.

\$1 For every light bulb that does not work or is improper wattage.

\$10 Replace non-working 9Volt smoke detector battery(each).

\$65 Replace missing or broken smoke detector.

\$75 Minimum to haul trash away.

\$250 Clean up yard. Mow, trim bushes and trees, weed eating.

\$100 Minimum to remove snow.

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 Tenant Data Service, which is a credit reporting agency.