

MOVE OUT INSTRUCTIONS & PROCEDURES

Dear Tenants,

This packet has information for you to vacate the home you are now renting. You must notify us of your move-out date at least 30 days in advance as required by your lease.

SECURITY DEPOSIT: In order to prevent any misunderstanding regarding your refund, move out instructions and procedures are enclosed. You will need to provide us with a forwarding address in writing or email.

EARLY VACATE & RE-RENTING: If you leave before the date you submitted to us, please notify us, turn in your keys, and we will be able to perform the walk-through inspection, and we will be able to return your deposit sooner. If we are able to re-rent your unit within your time of obligation, you will get the rent for the overlapping period refunded to you.

KEYS: All keys to the property need to be returned to us. **We will not consider the property vacant until our office has received your keys.** You are responsible for the rent through the end of your 30-day notice, unless the unit is re-rented. Garage door openers should be left in a kitchen drawer. There is a \$40 fee if no keys are returned and a \$75 fee if garage door openers are not left at the property.

MOVE OUT INSPECTION: It is not necessary for you to be present during your move-out inspection. The inspection will be performed after you vacate the property and return the keys to our office.

STAY WITH US: If you are still deciding where to live go to www.bmgrent.com.

THANKS & GOOD LUCK WITH YOUR MOVE!

BMG Rentals
Property Manager

MOVE OUT

To-do Checklist for tenants

1. ___ **All keys are to be returned to the office for the property to be considered vacant**
2. ___ **Leave garage door openers in a kitchen drawer**
3. ___ All hard floors swept and washed including under moveable appliances
4. ___ Clean all doors and knobs inside and out
5. ___ Entry area and patio need to be cleaned and free of debris
6. ___ All walls & ceilings dusted down & all dirt, smudges, & grease washed off.
7. ___ Wash down all baseboards, woodwork, and windowsills.
8. ___ Clean all light fixtures, ceiling fans, and vent covers.
9. ___ Thoroughly clean all bathroom fixtures - toilet (s), bathtub (s), showers, sinks, and cabinets.
10. ___ Appliances cleaned inside and out removing all dirt & grease also including kitchen sink & fixtures
11. ___ Remove lower drawer on stove and clean underneath if possible
12. ___ Cabinets, drawers, countertops, and cupboards: clean all inside and outside surfaces
13. ___ Clean behind & between stove and refrigerator area.
14. ___ ALL Bathroom surfaces including toilet, tub, shower, sink, mirror, countertops, fixtures and more
15. ___ Storage areas and garage cleaned and swept out
16. ___ Sweep & wash hallway floors and dust hallway walls.
17. ___ Vacuum carpets, they will be professionally cleaned after you move out
(If you have them professionally cleaned you must provide a receipt when you turn in your keys)
18. ___ Clean closets, shelves, & rods wiped down.
19. ___ Clean all windows, dust blinds, screens, and return them to their proper place.
20. ___ Remove all items from attic, crawlspace, basement, yard, shed, etc.
21. ___ Lawn, garage, outbuildings, to be free of all trash, rubbish, cigarette butts, and personal property
22. ___ Lawn trimmed and cut properly, including removal of leaves.
23. ___ All trash and garbage to be removed from property. DO NOT PILE up garbage at the curb.
24. ___ Remove all garbage from property before your inspection.
25. ___ Do not remove phone jacks, picture hooks, or curtain rods and brackets.
26. ___ Repair or replace any broken door stops.
27. ___ LIGHT BULBS - **ALL** light fixtures are to have working light bulbs in ALL bulb sockets.
28. ___ Smoke alarm(s) will be in working order with good battery.
29. ___ Remove any satellite dishes and seal all holes caused by the installation

Any repainting, repairs cleaning, trash removal, and any other expenses associated with returning the condition of your home to your move-in condition can be deducted from your security deposit. Your security deposit will be mailed to the forwarding address you provide within 30 days after your Move-out inspection has been completed. Attached is a list of fees and charges for your information.

*We only expect you to return your home in the same condition as when you moved in.
If you have any questions, please call. GOOD LUCK with your move!*

MOVE OUT FEES

If not completed by tenants

AIR FILTER dirty or missing air filter	\$10.00 each
ANTENNAE – roof antennae unauthorized, removal and sealing roof	\$75.00 each
AUTOMobile, vehicle, trailer left on premises – removal charge	\$200.00 each
CARPET – Replacement	\$25.00 yd. (9 sq ft)
CARPET Cleaning: Professional cleaning is required and will be performed at the tenant's expense. If tenant has them professionally cleaned the tenant must provide a receipt when turning in keys.	\$35 per carpeted room, \$80 min. \$10 per stain, Odor \$50 & up
CEILING FAN – replacement	\$140.00
CLEANING – if needed before ready to rent to new Tenant.	\$35.00 per hour, \$49 min.
COVER PLATES - electric switch and receptacle cover plates	\$6.00 each
DOOR – Exterior / Interior	\$150.00 & up / \$95.00
DOOR STOP- Replacement or repair	\$10.00 each
DOOR knobs – interior	\$15.00 each
ELECTRIC Outlets – replacement	\$35.00 each
FLOOR TILE – vinyl 12" x 12"	\$2.00 each tile + labor
KEYS – not turned in	\$40.00
LAWN SERVICE -- Lawn needs cut and trimmed	\$50 & up
LIGHT BULBS -- Burned out, missing.	\$6.00 each bulb
LIGHT Fixtures	\$25.00 & up
LOCK – deadbolt lockset or knob lockset	\$35.00 each
MINI Blinds – damaged or missing	\$35.00 each
NAIL HOLES larger than 1/8"	\$15.00 each
NAIL HOLES larger than 1"	\$35.00 each
PAINTING – interior	\$39.00 hr + material
RANGE – replacement	\$300.00 & up
REFRIGERATOR – replacement	\$475.00 & up
REPAIRS by licensed trades, electrician, plumbers, roofers, etc	As charged to Landlord
REPAIRS by non-licensed trades	\$39.00 hr + material
SATELLITE DISH – Remove and seal	\$80.00
SHOWER HEAD	\$25.00
SMOKE ALARMS – replacement	\$45.00 each
Batteries	\$6.00 Each
STORM DOOR – pneumatic closure	\$20.00
STORM DOOR – replacement	\$80.00 & up
STORM DOOR – stop chain	\$10.00
THERMOSTAT – replacement	\$80.00
TOWEL BARS	\$25.00 each
TRASH -- Debris removal interior or exterior	\$200 each load
WINDOW GLASS – Cracked or Broken Glass	\$45.00 and up
WINDOW replacement	\$50.00 and up
WINDOW SCREENS	\$35.00 each

DEDUCTIONS are made from the security deposits only for just causes. Such charges include, but are not limited to, any replacement of damaged or missing fixtures, appliance parts or other items furnished to Tenants. Labor charges include installation, cleaning, patching, sanding, etc., including the cost of cleansers. If you do not clean or repair the damaged or soiled items prior to moving out, charges will be deducted from your security deposit based on the above schedule. Items not on the list will be charged on a "cost plus labor" basis.

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If you have any questions, please call. GOOD LUCK with your move! Thank You,

BMG Rentals