

# TierOne Real Estate LLC

## *Move out checklist and charges*

Thirty (30) day written notice of a month-to-month tenancy or end of lease term termination must be given to Owner's Representative by resident. If a month-to-month extension is agreed upon, the term shall end on the last day of the calendar month.

This checklist and the attached charge list will be used to make sure the home is clean and in the proper condition so we can quickly conduct an inspection and authorize the release of your security deposit. Your Property Manager will conduct an inspection using the original inspection report that was provided when you moved in. We expect the premises to be in the identical condition. 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 are in the identical condition as in the pre-occupancy inspection 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 afterwards (see the attached charge list). We will seek collection for any remaining balance.

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

- All rent 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 clean and waxed.
- Carpets MUST be professionally cleaned. (**Receipt is required from our pre-approved company**).
- All nails or other holes in the walls must be filled or repaired properly.
- Outside hoses must be disconnected and stored.
- All window wells clean and clear of trash, weeds and debris
- Fireplace must be free of soot and the firebox vacuumed. All tools received with home must be present.
- All drapes and curtain rods or mini blinds should be firmly fastened. All drapes, blinds and curtains 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.
- 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, telephone and cable as of the last day on 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!**
- Make your final trash pick-up arrangements. **YOU WILL BE CHARGED FOR THE COST FOR 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 keys and garage door remotes MUST BE returned to your manager on the last day. YOU WILL BE CHARGED FOR ANY MISSING 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.**

# Move-Out Charges

The non-refundable portion of the security deposit will be used to off-set normal carpet cleaning and touch-up painting if the entire term of the lease was fulfilled. Any damages, painting, or carpet cleaning beyond normal will be charged as required by the vendors who perform the services. Upon move-out the premises must be in clean and sanitary condition. Residents should use the following lists as a guideline to what should be cleaned and replaced. The following list includes charges for replacement of missing or damaged items. **Any cleaning that is not done by resident will be assessed the following minimum charges:**

## Cleaning

Clean refrigerator	\$50.00
Clean stove top & under burner trays	\$30.00
Clean oven & drawer	\$40.00
Clean stove hood	\$30.00
Clean kitchen cabinets	\$40.00
Clean Kitchen floor (under stove/fridge)	\$40.00
Clean tub/shower and surrounding area	\$40.00
Clean toilet and sink	\$40.00
Clean bathroom cabinets and floor	\$40.00
Vacuum throughout dwelling	\$65.00/hr
Clean greasy parking space	\$40.00
Carpet steam clean	\$95/room
Clean fireplace	\$60.00
Garage sweeping	\$60.00
Replace burner drip pans	\$40.00
Exterior garbage cleanup	\$40.00
Pet waste removal	\$65/hr \$100 min.
Average whole house cleaning	\$650

## Plumbing

Replace kitchen faucet	\$150.00
Replace bathroom faucet	\$65.00
Replace faucet handle	\$65.00
Replace faucet aerator	\$10.0
Replace shower head	\$30.00
Replace toilet tank lid	\$40.00
Replace toilet	\$275.00
Replace garbage disposal	\$150.00

## Windows and window coverings

Replace single window pane	\$200.00
Replace double window pane	\$350.00
Replace Venetian blinds	\$85.00
Replace window shade	\$65.00
Replace drapery (sill length)	\$225.00
Replace drapery (floor length)	\$250.00
Rescreen window screen	\$65.00
Replace window screen	\$85.00

## Flooring

Remove carpet stains	\$150.00
Deodorize carpet	\$150.00
Repair carpet (per room)	\$150.00
Repair hardwood flooring	\$150.00
Refinish hardwood flooring (room)	\$500.00
Repair linoleum	\$175.00
Replace kitchen linoleum	\$400.00
Replace bathroom linoleum	\$300.00
Repair floor tile	\$175.00
Replace kitchen floor tile	\$350.00
Replace bathroom floor tile	\$300.00
Average whole house carpet cleaning	\$450.00

## Electrical

Replace light bulb	\$5.00
Replace light fixture globe	\$30.00
Replace light fixture	\$65.00
Replace electrical outlet/switch	\$20.00
Replace electrical cover plate	\$5.00

## Locks

Replace door key	\$35.00
Replace cylindrical door lock	\$100.00
Replace deadbolt lock	\$75.00

## Walls

Remove mildew and treat surface	\$65.00
Cover crayon marks	\$35.00
Repair hole in wall	\$150.00
Remove wallpaper	\$150.00
Repaint (per wall /ceiling)	\$100.00
Repair nail holes (each hole!)	\$35.00

## Doors

Repair hole in hollow core door	\$150.00
Repair forced door damage	\$150.00
Replace door (inside)	\$250.00
Replace door (exterior)	\$375.00
Replace sliding glass door (single)	\$300.00
Replace sliding glass door (double)	\$600.00
Rescreen sliding door screen	\$65.00
Replace sliding screen door	\$225.00
Replace garage door remote	\$65.00
Replace interior door knob	\$25.00

## Miscellaneous

Replace refrigerator shelf	\$150.00
Replace stove / oven knob	\$40.00
Repair ceramic tile	\$60.00
Replace ceramic tile countertop	\$450.00
Repair laminate countertop	\$300.00
Replace laminate countertop	\$450.00
Replace mirror	\$250.00
Replace medicine cabinet	\$250.00
Replace towel bar	\$45.00
Replace shower curtain rod	\$40.00
Replace shower / tub enclosure	\$600.00
Repair porcelain	\$300.00
Replace thermostat	\$75.00
Remove junk and debris per hour	\$100.00
Mailbox keys	\$35.00
Replace Ice Trays	\$10.00
Replacement of Disposal	\$150.00
Replacement of Stove Rings	\$30/ea
Garbage can full fee	\$50.00

The above list is not all-inclusive and there may be other charges for cleaning, repairs, or replacement of items. In addition, the above amounts are merely estimates of the minimum charges. Actual charges may be significantly more.

# CLEANING GUIDE

The following guideline is provided to you to assist our residents in cleaning their leased home prior to vacating and to convey our expectations on how the property should be cleaned.

We expect the property to be clean and ready for a new occupant to move in. If you closely follow the guideline below, chances are very good that you will not experience a cleaning deduction from your deposit. This checklist applies to all of our properties and may include cleaning of items that are not present in your home.

## 1. KITCHEN

- A. REFRIGERATOR---Do not turn off, or unplug!
  - a. FREEZER COMPARTMENT
    - 1. Wash all trays, racks, bins with mild soap and rinse
    - 2. Wash all interior surfaces with mild soap and rinse, make sure it is free of hair, crumbs, etc
    - 3. Wash the rubber door seal
    - 4. For ice makers: Turn off & dump ice
    - 5. Do not use sharp objects! (You puncture, you purchase)
  - b. REFRIGERATED COMPARTMENT
    - 1. Remove & wash vegetable, meat and butter bins with a mild soap & rinse
    - 2. Wash all interior surfaces with a mild soap & rinse
    - 3. Wash rubber door seal
    - 4. Remove racks & wash with mild soap & rinse
    - 5. Do not use sharp objects!
  - c. EXTERIOR SURFACES
    - 1. Wash all exterior surfaces including sides and kick plate with a grease cutting soap, rinse and shine with window cleaner
    - 2. Pull out & clean under & behind
- B. RANGE
  - a. RANGE TOP (flat tops have specific cleaners to use)
    - 1. Clean the heating elements (eye) with a grease cutting soap, all the way back to where they plug in, rinse and let dry completely before reconnecting (Do Not Soak)
    - 2. Replace drip pans with a new set (Home Depot/Walmart)
    - 3. Clean control panel and knobs with a grease cutting soap, rinse and shine with window cleaner
    - 4. For hinged cook-tops, lift and thoroughly clean underneath
  - b. OVEN - SELF CLEAN OR CONTINUOUS CLEAN ONLY
    - 1. Racks may be cleaned by removing them from the oven & spraying both sides with an oven cleaner following their direction (Do Not Leave Racks in Oven for Self Cleaning)
    - 2. The interior surface should be cleaned by activating the self-clean cycle
    - 3. Continuous clean ovens do not need to be activated
    - 4. After the cycle has run, if there are some areas that did not come clean, use an SOS pad on these areas and rinse thoroughly
    - 5. **DO NOT USE OVEN CLEANER ON THE INTERIOR OF THESE OVENS**
  - c. OVEN - CONVENTIONAL
    - 1. Spray the entire oven including racks with oven cleaner, following their direction, rinse thoroughly
  - d. EXTERIOR AND BOTTOM DRAWER
    - 1. Wash all exterior surfaces including the sides with a grease-cutting product, rinse and shine with window cleaner
    - 2. Pull drawer completely out to clean underneath
  - e. FREE STANDING RANGES
    - 1. Pull from wall and clean sides and back as well as floor underneath
  - f. VENT HOOD
    - 1. Run filter through dishwasher
    - 2. Degrease interior and exterior
  - g. NOTE: DON'T FORGET THE WALL BEHIND THE STOVE AND UNDER THE HOOD-IT'S USUALLY VERY GREASY - USE A DE-GREASER

- C. DISHWASHER
  - a. INTERIOR
    1. Clean interior by running wash cycle with Yi cup vinegar
    2. Wash rubber door seal with a mild soap & rinse
    3. Wash interior door with mild soap & rinse, pay special attention to the inside ledge
  - b. EXTERIOR
    1. Wash exterior with a grease cutting soap, rinse and shine with window cleaner
- D. COUNTER TOPS
  1. Clean counters with a non-abrasive cleaner to remove stains (Don't forget the backsplash)
- E. CABINETS AND DRAWERS
  1. Wash exterior with a grease cutting soap & rinse
  2. Thoroughly wipe out all drawers and shelves (no hairs, crumbs, etc)
  3. Polish exterior with wood polish
  4. Remove any child safety door latches
- F. FLOORS (see "Note" below for special instructions for cleaning wood floors)
  1. Wash floor & base boards with grease cutting soap, using a hard bristled brush & rinse. Pay special attention to the edges & corners
  2. NOTE: PERGO TYPE FLOORS: WASH WITH A WHITE VINEGAR SOLUTION (or 1 gallon water, 2 cup white vinegar + 1/2 Cup isopropyl alcohol.) WOOD FLOORS: WASH WITH A MURPHY'S SOAP SOLUTION OR WHITE VINEGAR WATER. (Any questions, call the office)
- G. SINK & FAUCET
  1. Scrub sink with Comet/Ajax, rinse and shine all parts with window cleaner, use bleach on white porcelain sinks to remove stains
  2. Run disposal until it runs clear
  3. Replace Hot or Cold markers if they are missing
  4. Clean faucet with a grease cutting soap, you'll need a toothbrush to properly clean around the handles, and metal edges, rinse and shine with window cleaner. Pay special attention behind the faucet.

## 2. BATHROOMS

- A. BATHTUBS
  - a. Special instructions may be applicable if you have a tub that has been re- surfaced
  - b. Clean with Softscrub for fiberglass tubs, or a scrubbie (3M pad) for porcelain tubs, use bleach to remove stains
  - c. Scrub the shower tile/enclosure with Comet/Ajax, rinse well RUN YOUR HAND OVER IT TO MAKE SURE THERE IS NO REMAINING SCUM
  - d. Use Bleach or Tilex on the grout and caulking (a toothbrush works well here)
  - e. Clean all sides of the faucet, spout and shower head, rinse well and shine with window cleaner
- B. SINKS
  - a. Follow the same instructions as shown above for bathtubs
  - b. Replace Hot or Cold markers if they are missing
- C. TOILETS
  - a. Clean the Exterior with a sanitizing cleaner
  - b. Clean the interior with a sanitizing cleaner, flush & add Yi C of bleach in toilet and let stand
  - c. Thoroughly clean around the toilet lid screws and caps (YOU MAY NEED A TOOTHBRUSH AGAIN TO CLEAN THESE AREAS AS WELL AS THE BASE OF THE TOILET)
- D. CABINETS
  - a. Wash exterior with a mild soap & rinse
  - b. Thoroughly wipe out shelves & drawers
  - c. Polish exterior with a wood polish
- E. MIRRORS
  - a. Clean & shine with window cleaner (leave no streaks) Newspaper works well instead of cloth
- F. FLOORS
  - a. Wash floors and baseboards with a grease cutting soap, rinse. Pay special attention to edges & comers

## 3. COMMON AREAS THROUGHOUT THE PROPERTY

- A. CLOSETS
  - a. Wipe down all shelves and rods -leave no loose debris or dust
- B. LIGHT FIXTURES AND RELATED

- a. Wash all globes/covers with a grease cutting soap, rinse & shine with window cleaner
  - b. Thoroughly clean all switch plate covers and outlet covers. If they are cracked, replace them
  - c. Wipe top and bottom of all blades of ceiling fans
  - d. DON'T FORGET THE EXTERIOR LIGHT BY THE FRONT & BACK ENTRY & GARAGE
- C. FIREPLACES
- a. Sweep out all ashes, (only when completely cooled) clean fireplace utensils and wipe down the hearth & mantel
  - b. Clean screens & glass doors with glass cleaner-if heavily soiled might need steel wool
  - c. Remove all firewood from the property
- 4. HEATERS, VENTS AND RELATED**
- A. Electric Heat/Hot Water Heat: Wipe down all baseboards with soap & water
  - B. Gas Heat -Remove all the vents, soak in warm soapy water, rinse and vacuum the heat duct (hole) then replace
  - C. Wipe top of thermostat
  - D. Clean all cold air returns-usually soap & water and a toothbrush do the trick
- 5. WINDOWS**
- A. Thoroughly wash all mini blinds/verticals- We prefer you call a professional Blind Cleaning Company on this one to avoid damage from taking the blinds down. (you should be able to run your finger all the way across and get a clean-sweep.)
  - B. If your curtains have pet hair or have marks from greasy/dirty hands or excessive traffic (sliding door) it is up to you to have them cleaned or replaced with equal quality and color
  - C. Clean & shine all interior sides of windows and their tracks
  - D. Clean interior and exterior of sliding glass doors and tracks and front storm doors
  - E. Wash all window ledges, and polish with wood polish, if applicable.
- 6. DOORS INCLUDING LOUVERED DOORS**
- A. Wash all doors, both sides including entry doors to house and garage (not the big door your car uses) with a mild soap, with special attention to the areas near the door knobs, rinse and shine with a wood polish, if applicable.
  - B. Clean all thresholds
- 7. WOODWORK**
- A. Wash all woodwork, mantel, banisters, railing and baseboards with grease cutting soap, rinse and polish with wood polish, if applicable.
- 8. CHROME**
- A. Shine all chrome: sinks, towel bars, faucets, appliance handles, paper towel and toilet paper holder, etc with window cleaner or special chrome cleaner
- 9. LIGHTS**
- A. Replace all burned out bulbs throughout the property, (don't forget exterior) including fluorescent in the kitchen, oven and refrigerator bulbs. Be extra careful when removing plastic deflectors or lens cover. **ONLY** replace burned out bulbs with correct size and wattage
- 10. WALLS**
- A. Wipe down all walls, using special attention to the kitchen area
  - B. Remove all cobwebs throughout
  - C. Do not attempt to fill holes. You may be billed back for improper repairs
  - D. Re-glue any wallpaper coming up with wallpaper glue only
  - E. Wipe top of doorbell chime
- 11. UNFINISHED BASEMENTS**
- A. Sweep and clean as needed, don't forget light fixtures, windows, cobwebs etc.
- 12. UTILITY ROOM:**
- A. Clean interior and exterior of washer and dryer and filters
  - B. All other cleaning regarding floors, windows, lights apply as above
- 13. GARAGE**
- A. Sweep out garage thoroughly. If your car has been dripping excessive fluids in the garage or driveway, wet the area, cover with powdered laundry soap, and let set for 2 hours and try to scrub up with an old broom. We do not expect you to remove all the stains from the concrete, only the residue
  - B. Don't forget the windows and cobwebs in here
  - C. Do not remove items that go with the house; i.e. paint, etc
- 14. PATIO/DECK**
- A. Sweep off patio areas and/or deck

- B. Remove any grease that might have spilled from grills with degreaser
- C. Remove all outdoor furniture-pots, etc if they belong to you

**15. DOORSTOPS**

- A. Replace all broken/bent/missing doorstops

**16. CARPET: THOROUGHLY VACUUM THROUGHOUT INCLUDING ALL EDGES. (DO NOT TRY TO REMOVE STAINS YOURSELF OR USE A PRODUCT THAT HAS A BLEACH BASE OR OXYCLEAN BASE!!)**

- A. If you have a pet, you must include an enzyme treatment or biokill type treatment besides the regular cleaning
- B. Our Preferred Vendors are listed on the cover sheet attached
- C. IF YOU USE A CARPET CLEANING COMPANY, IT MUST BE A TRUCK MOUNTED SYSTEM. ALL CARPETS MUST BE PROFESSIONALLY CLEANED. IF THE JOB DOES NOT MEET OUR STANDARDS, YOU MAY BE CHARGED AGAIN. IF A RECEIPT IS NOT PROVIDED TO OUR OFFICE AT TIME OF KEY RETURN, YOU MAY BE BILLED FOR THE SERVICE AGAIN. CARPETS MUST BE COMPLETELY DRY PRIOR TO MOVE-OUT INSPECTION, SO PLEASE GIVE AMPLE TIME.

**17. YARDS**

- A. Day of vacating: the yard must be freshly mowed and raked and free of pet feces. The shrubs must be trimmed neatly. Flowerbed and rocked areas must be weeded and the grounds policed for trash.
- B. Winter- walks and driveway shoveled-free of ice and snow
- C. Window wells free of debris
- D. Hoses disconnected from the spigot

**18. SCREENS**

- A. All screens must be in place and undamaged, this has become almost a typical charge for security deposits, if they are damaged, it is in your best interest to have them re-screened or re-framed prior to vacating the property

**NOTE:** Have the batteries been replaced in the smoke detectors? Are all personal items removed from the property? i.e. hangers, toilet paper, cleaning supplies, magnets & pennies? If applicable, has the furnace filter been changed? Did you leave the carbon monoxide detector in the property? Is the washing machine connection turned ALL THE WAY OFF?

**In summer: never turn the sprinkler system off**

**In winter: never turn the thermostat all the way down or turn the system off. It must be set at 60 degrees.**

If you do not plan on doing your own cleaning, you must contact the office at least one week in advance so that we may schedule a cleaning crew. If we are unable to move new tenants in because you did not clean the property the lost rent may be charged against your security deposit. If you leave before the end of your lease, you will be responsible for all utilities to the property, snow removal and yard work, if applicable.

Please follow the checklist carefully. TierOne Real Estate, LLC is billed \$35.00 or more per hour plus supplies for maintenance and cleaning. For example that cracked switch plate or light bulb that normally would cost you \$1.00 will be charged to you at \$36.00 (service call + supplies)

We use the above as our guide for the final video of your property.