

UNIVERSITY AREA PROPERTIES  
CHARLES S. O'CONNOR

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REFERENCE: Property move out

Enclosed, you will find a move out instruction sheet. We give you this in an effort to help you get your full security deposit back.

**Your keys need to be turned into me in person.**

In order to receive your security deposit, we will need a forwarding address.

We will notify you about your security deposit within **30 days** from the end of your lease date, providing we have your forwarding address. Legally, we have **30 days** to return the deposit. Hopefully, you will receive notification sooner.

Please understand that you must be completely out of the house on or before the last day of your lease by **9:00am** since new tenants may be scheduled to move in. New tenants will also inspect for cleaning issues.

A suggestion of house cleaners is attached for your reference if needed. **Houses must be cleaned when you move out. They were cleaned for you. An itemized fee for cleaning is attached. SECURITY DEPOSITS WILL NOT BE RETURNED IF HOUSES ARE NOT CLEANED AND BELONGINGS ARE LEFT.**

NAME: -----

Current address: -----

Departure date: -----

Check to be sent to: -----  
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Best wishes in your new residence.

\*If you have a pet, please clean up after it before moving out. \$75.00 will be deducted if there is waste in the yard.

We suggest you hire a professional cleaner to clean the house and provide them with this move out form detailing expectations. Ask for local cleaners if needed.

## MOVE OUT INSTRUCTIONS

### KITCHEN

- CLEAN REFRIGERATOR INSIDE, OUTSIDE, SHELVES, TOP, UNDER FOOT GUARD.
- CLEAN CUPBOARDS, COUNTERS, SINK, TILE AND FAUCET FIXTURES.
- CLEAN BURNERS, CONTROLS, BURNER RINGS, DRIP PANS. REPLACE IF NEEDED
- CLEAN RANGE AND OVEN. WIPE DOWN WALLS
- CLEAN WASHER/DRYER CLOSET AND HEATING UNIT CLOSET.
- CLEAN BEHIND THE OVEN AND REFRIGERATOR. CLEAN FLOOR

### LIVING ROOM AND DINING ROOM

- CLEAN ALL BASEBOARDS AND WOODWORK, WALLS, CEILINGS.
- CLEAN FINGER MARKS OFF SWITCHES / WALLS.
- CLEAN WINDOW SILLS, WINDOWS, DUST SCREENS, CEILING FANS
- REMOVE ALL NAIL HOLES AND STICKERS, LIGHTS.
- SWEEP, VACUUM AND MOP FLOORS. HAVE CARPET CLEANED

### BEDROOMS AND BATHROOMS AND ANY OTHER AREAS

- FOLLOW SAME INSTRUCTIONS GIVEN FOR LIVING ROOM. REMOVE HANGERS
- VACUUME, SPRAY/CLEAN ROOM OF MILDEW, MOP FLOORS

### PATIO / PORCH, DECK AND LAUNDRY

- SWEEP AND CLEAN. CLEAN LINT TRAY AND BEHIND APPLIANCES
- CARRY OFF ALL TRASH. DO NOT LEAVE TRASH/FURNITURE AT CURB

### GENERAL

- VACUUME AND SHAMPOO ALL CARPETS. HIRE A LOCAL CARPET CLEAN COMPANY
- CLEAN ALL LIGHT FIXTURES INCLUDING CEILING FANS, REPLACE LIGHT BULBS
- CLEAN ALL FLOORS.
- REPAIR ALL NAIL HOLES WITH MATERIAL COMPATIBLE WITH WALLS.
- MAKE ANY NECESSARY REPAIRS.
- IF YOUR PROPERTY HAS EXCESSIVE WALL DAMAGE DUE TO DIRTY MARKS/CRAYONS/SCRATCHES HOLES, ECT, YOU WILL BE CHARGED WITH SHEET ROCK REPAIR AND PAINTING.
- \$ 25.00 CHARGE KEYS NOT TURNED IN PER PERSON
- REMOVE ALL YOUR FURNITURE AND BELONGINGS FROM THE HOUSE AND HAUL AWAY. YOU WILL BE CHARGED IF TRASH, FURNITURE AND BELONGINGS ARE LEFT ON CURB

### YARD

- TRASH MUST BE PICKED UP FRONT AND BACK. THIS INCLUDES CIGARETTE BUTTS
- TRASH CANS MUST BE SERVICABLE.
- ALL TIRE MARKS MUST BE REPAIRED IF IN THE YARD. HOLES FILLED IN.
- ANY TRASH MUST BE IN BAGS IN THE CANS OR LARGE ITEMS NEED TO BE CARRIED OFF THE PROPERTY. NOTHING LEFT ON THE CURB OTHER THAN THE CITY CANS

-----ANY FULL TRASH CANS NEED TO PULLED TO THE CURB FOR PICK UP. ALL TRASH MUST BE IN THE CITY CANS OR HAULED AWAY. NO TRASH BAGS LEFT ON THE CURB. NO FIRE PITS ALLOWED IN YARD. REMOVE THEM.

BATHROOM----- ENTIRE ROOM CLEANED, SPRAY AND CLEAN MILDEW

PROPERTY DAMAGE CHARGE SHEET AND CLEANING FEE

- \$ 100.00 + CARPET TEARS OR BURNS – . RECARPET ROOM QUOTE NEEDED
- \$ 90.00 + CARPET CLEAN PER ROOM.
- \$ 95.00 + COMMODE UNSTOP- TENANT NEGLIGENCE
- \$ 300.00+ COMMODE REPLACED TENANT NEGLIGENCE
- \$ 75.00 + COMMODE BROKEN SEAT.
- \$ 80.00+ CLOSET ROD REPLACEMENT.
- \$ 80.00 + CLOSET SHELF REPLACEMENT.
- \$ 300.00 DISPOSAL –REPLACEMENT.
- \$ 100.00 + DISPOSAL / DISHWASHER REPAIR. (TENANT NEGLECT)
- \$ 250.00 + DOORS REPLACE INTERIOR OR CLOSET.
- \$ 300.00 + DOORS REPLACE EXTERIOR DOOR
- \$ 40.00 DOOR STOPS REPLACED
- \$ 70.00 DRAPE RODS REPLACE D IF APPLICABLE.
- \$ 35.00 DRIP PANS FOR RANGE CLEANED
- \$ 55.00 DRIP PANS FOR RANGE REPLACED
- \$ 85.00 CLEAN OVEN INSIDE AND STOVE TOP
- \$ 85.00 CLEAN REFRIGERATOR INSIDE AND OUT
- \$ 50.00 + CLEAN DRYER LENT TRAY... POSSIBLE REPLACE DRYER IF TENANT NEGLECT
- \$ 100.00 WIPE DOWN KITCHEN CABINETS INSIDE AND OUT PLUS DRAWERS
- \$ 100.00 + WIPE DOWN KITCHEN WALLS AND ANY OTHERS OF GREASE AND DIRT (each room)
- \$ 10.00 LIGHT BULBS REPLACED PER ROOM
- \$ 100.00+ FORMICA DAMAGE PER SPOT. GRANITE DAMAGES WILL REQUIRE A QUOTE
- \$ 85.00 + REPLACE SMOKE DETECTOR OR CARBON MONOXCIDE DETECTOR (EACH)
- \$ 15.00 REPLACE BATTERIES IN EITHER DETECTOR
- \$ 55.00 GLOBE LENS REPLACEMENT.
- \$ 35.00 HEAT PUMP FILTER REPLACEMENT.
- \$ 100.00 + HOLES IN WALL 2'' DIAMETER.
- \$ 150.00 + HOLES IN WALL GREATER THAN 2'' IN DIAMETER.
- \$ 200.00 + HVAC REPAIR DUE TO CLOGGED FILTERS OR TENANT NEGLECT.
- \$ 100.00 + KITCHEN CABINET DRAWERS OR DOORS BROKEN.
- \$ 100.00 + LINOLEUM REPAIR CUTS OR GASHES. FLOOR REPLACED, QUOTE NEEDED
- \$ 100.00 OVEN RACKS REPLACED.
- \$ 150.00+ REKEY PROPERTY PER LOCK
- \$ 70.00-100+ REPLACE WINDOW SCREEN.
- \$ 150.00 + REPLACE SCREEN IN FRONT OR PATIO DOOR.

\$ 75.00 SHOWER ROD REPLACEMENT.  
 \$ 75.00-150.00 TRASH NOT PICKED UP IN YARD.  
 \$150.00+ HAULING FEE IF FURNITURE/BELONGINGS/TRASH LEFT IN HOUSE OR YARD  
 \$ 95.00 TRASH CAN REPLACED  
 \$ 125.00 + BROKEN GLASS WINDOW REPLACED.  
 \$ 65.00 + BROKEN BLINDS REPLACED PER WINDOW  
 \$ 200.00 + BROKEN GLASS DOOR REPLACED.  
 \$ 75.00 TOILET PAPER HOLDER REPLACED.  
 \$ 100.00+ TOWEL BAR REPLACEMENT.  
 \$ 60.00 + WALL PAPER PATCHING. ROOM REPAPERED QUOTE NEEDED  
 \$ 130.00 + REMOVE NAILS AND TOUCH UP PAINT ON WALLS PER ROOM  
 \$ 150.00+ PAINT WALL OR DOOR IF EXCESSIVE WEAR & TEAR DAMAGE  
 \$ 200.00 + PAINT ROOM DUE TO EXCESSIVE DAMAGE (PER ROOM)  
 \$ 50.00-\$100 REMOVE STICKERS, POSTERS, LIGHTS, FROM WALLS PER ROOM  
 \$ 30.00 CLEAN CEILING FANS EACH  
 \$ 65.00 + CLEAN CEILINGS/WALLS OF MILDEW PER ROOM  
 \$160.00+ REPLACE FAN AND LABOR  
 \$100.00+ REPLACE LIGHT FIXTURE  
 \$150.00+ REPLACE ORIGINAL DOOR KNOBS  
 \$ 55.00 CLEAN INSIDE WINDOWS PER ROOM  
 \$ 25.00 PER PERSON IF KEYS NOT TURNED IN  
 \$150.00 BATHROOM NOT CLEANED (PER ROOM)  
 \$ 55.00 BASE BOARDS NOT CLEANED PER ROOM  
 \$ 55.00 WINDOW SILLS NOT CLEANED PER ROOM  
 \$ 65.00 MOP, VACUME, SWEEP FLOORS PER ROOM  
 \$ 75.00 PET WASTE IN YARD  
 \$100.00 + HOLES REPAIRED IN YARD DUE TO PETS DIGGING  
 \$250.00+ FIREPITS REMOVED AND HAULED AWAY  
 \$100.00 + SPRAY HOUSE FOR FLEAS

ANY AND ALL OF THESE CHARGES CAN BE AVOIDED IF YOU CLEAN AND MAINTAIN  
 THE PROPERTY WHILE YOU LIVE THERE. CALL IF YOU HAVE A MAINTENANCE ISSUE.