

MOVE OUT INSTRUCTIONS & PROCEDURES

Dear Tenant(s),

We understand that moving can be a stressful and busy time. However, there are some important items to consider when moving, which if done properly will save you time and money in the long run. There is a level of cleaning that is required to return the unit in the condition you received it. If you have any questions, please contact your property manager and be sure to reference the checklist provided with your rental agreement. You must notify us of your move-out date at least 30 days in advance as required by your lease. If you decide to renew your lease agreement after the 30 days, you could be subject to a \$200.00 marketing and advertisement fee.

Security Deposit:

In order to prevent any misunderstanding regarding your refund, move out instructions and procedures are enclosed. Security Deposit is only returned to the Primary Contact unless all occupants sign a letter noting the name and address to send the possible refund. You will need to provide us with a forwarding address in writing or by email and our office has 30 days after receipt of forwarding address to process. We now offer a "Rapid Refund" of your deposit to those who qualify. If you would like to pick up your refund check after 4:00 PM on the 5th business day after move out there will be a \$100.00 processing fee along with a \$25.00 prequalifying inspection. If you would like to pick up your refund check after 4:00 PM on the 10th business day after move out there will be a \$50.00 processing fee. Please note that the "Rapid Refund" is base on availability, space is limited, and condition of the unit and availability. Any refund check can be mailed "Next Day" for an additional \$50.00 fee.

Keys:

All keys to the premises need to be returned to us as a condition to vacating the premises. Garage door openers should be left in a kitchen drawer. There is a \$50 rekey fee, on all move-outs (non-negotiable), and a \$100 fee if garage door openers are not left at the premises. Also, if you have a common area key for a clubhouse or pool there is a \$75-\$200 fee if no keys are returned.

Utilities:

After you vacate the premises, utilities will roll over into LESSOR/OWNER's name to allow us to complete inspections, repairs and cleaning. There will a \$50 fee for electric, a \$50 fee for water and, if applicable, a \$25 charge for gas, if applicable. This is done to eliminate the possibility of a utility not being left on for inspections, repairs and cleaning.

Move Out Inspection:

It is not necessary for you to be present during your move-out inspection. If you would like to be at the final move-out inspection, please schedule a date and time at least 5 days in advance. The inspection will be performed after you vacate the premises and return the keys to our office. An inspection fee of \$100 will be charged for performance and processing of inspections. Completed inspections will be available on your account within 15 days after move out.

Deductions:

These will be made from the security deposit 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 schedule provided. Items not on the list will be charged on a "cost plus labor" basis. We only expect you to return your home in the same condition as when you moved in.

General:

- Provide a written notice of your intent to vacate a MINIMUM of thirty days prior to the end of the lease term. This written notice must be RECEIVED in the office and signed by all tenants on the lease within this thirty-day timeframe.
- Complete change of address cards for the Post Office and provide our office with a forwarding address.
- It is your responsibility to cancel any utilities, garbage, cable, phone, etc. services.
- If vacating in the winter, set the thermostat no lower than 55 degrees to prevent freezing of pipes. Tenant will be responsible if heater is turned off or is below 55 degrees.

Refrigerator:

- Defrost freezer if needed. DO NOT use sharp tools to pry ice off.
- Wash inside of refrigerator with warm water and baking soda. Clean door gasket.
- Take out refrigerator shelves and drawers and wash in warm water, dry and replace. Clean under lower drawers.
- Wash and dry outside of refrigerator and vacuum back and lower grills.
- Stainless Steel needs wiped down with stainless steel cleaner.
- Move refrigerator from wall and clean underneath. DO NOT TURN OFF!
- Sweep down cobwebs on walls and ceiling.
- Replace light with an appliance bulb, if necessary.

Stove:

- Remove racks and broiler pan; soak in hot water and clean, dry well.
- Clean inside of oven, top of stove, knobs, under elements, under burner pans and drawer.
- Wash and dry outside of stove. Clean Stainless Steel with correct cleaner.
- Replace oven light with appliance bulb if burned out.
- Replace burner pans.
- Move stove out and clean wall and floor.

Cabinets and Drawers:

- Wash cupboards inside and out.
- Wipe out drawers with damp rag.
- Clean sink, baskets and counter tops well.
- Make sure garbage disposal is empty and clean.

In and Near Kitchen:

- Wash all light fixtures in warm water and soap. Clean switch plates.
- Clean inside and out of dishwasher; include inside seal.
- Wash range hood and clean filter. Change appliance bulb, if necessary. " Wash windows, blinds, screens and clean sills and tracks.
- Scrub kitchen floor, including under movable appliances and baseboards.
- Appliances, kitchen sink and fixtures cleaned inside and out, removing all dirt and grease
- Remove lower drawer on stove and clean underneath if possible
- Clean all cabinets, drawers, countertops, and cupboards - all inside and outside surfaces
- Clean behind and between stove and refrigerator area as well as the back of the fridge

Living Room:

- Wash windows, sills and clean tracks.
- Clean light fixtures and switch plates.
- Sweep down cobwebs.
- Clean out fireplace (s).
- Vacuum carpet and clean baseboards.
- Clean drapes / blinds.
- Clean out fireplace; wash screen and doors. (If applicable)

Bedrooms:

- Sweep down cobs.
- Wash light fixtures and switch plates. " Wash windows, clean sills and tracks. " Vacuum carpet and clean baseboards.

Bathrooms:

- Clean bathtub, tile around tub, sink, door and fixtures.
- Clean inside and outside of toilet. These should be free of soap scum. " Scrub floor, baseboards and behind toilet.
- Clean inside of medicine cabinet.
- Wash mirror.
- Clean windows, sills and tracks.
- Clean fan.
- Clean vanity inside and out, including drawers.
- Wipe toilet paper holder and towel rods.
- Clean light and switch plates.

Miscellaneous:

- Replace furnace filter.
- Wash inside and outside of front and back doors.
- Clean tracks of sliding doors.
- Replace ALL burned out bulbs.
- Clean and dry inside and outside of washer and dryer. Clean lint trap.
- Pull out washer / dryer and clean floor.
- Wash ALL doors, especially around knobs.
- Sweep garage and sweep down cobs. Clean windows.
- Mow and weed yard.
- Haul ALL trash away.
- Clean out ALL floor vents.
- Clean all doors and knobs inside and out.
- Entry area and patio need to be cleaned and free of debris.
- All walls & ceilings dusted down & all dirt, smudges, and grease washed off
- Wash down all baseboards, handrails, woodwork, blinds and windowsills
- Clean all light fixtures, ceiling fans/ blades, and vent covers
- Clean Washer and Dryer inside and out, check your dryer vent
- Storage areas and garage cleaned and swept out
- Sweep and mop all solid floors
- Vacuum carpets, they will be professionally cleaned after you move out (If you have them professionally cleaned you must provide a receipt from a certified company when you turn in your keys)
- Clean closets and shelves and wipe down rods
- Clean all windows (including sills and tracks), dust blinds, screens and return them to their proper place

- Remove all items from attic, crawlspace, basement, yard, shed, etc.
- Lawn, garage and outbuildings to be free of all trash, rubbish, cigarette butts, and personal property
- Lawn trimmed and cut properly and all leaves removed
- All trash and garbage to be removed from the property prior to your inspection – DO NOT PILE up garbage at the curb
- Do not remove phone jacks, or curtain rods and brackets
- Repair or replace any broken door stops.
- All light fixtures are to have working light bulbs in all bulb sockets with matching bulbs
- Smoke alarm(s) will be in working order with new battery that is dated, with month and year, on the battery. AC/DC detectors must be wired and connected to AC power.
- Patch all holes, nail holes, tack holes, and paint patched work
- For discarding larger items (i.e. mattress, entertainment center, sofa, etc.) contact Republic Services (435-628-2821) for free pick up. If item(s) are placed in or near dumpsters you will be charged a trash removal fee (\$200.00 per trip)

Animals:

- Have air ducts (vents and returns) cleaned professionally
- Carpets must have odor treatments

Final:

- Return all keys, garage door openers and forwarding address to the office when COMPLETELY done and no later than 4:00 PM on the last day of the month.
- Leave HOA binder on the kitchen counter.

Pre-Inspection: You are required to schedule, at least 2 weeks prior to move-out, a brief pre-inspection to determine any major repairs. This inspection is included in the move-out inspection.

Reminder: Please reference the cleaning checklist provided with your rental agreement. Note that carpets are required to be professionally steamed cleaned and sprayed for pests upon vacating (refer to rental agreement). Where applicable the chimney must be cleaned and inspected as well (refer to rental agreement).

Disclaimer: Management has the final authority to determine how much of the deposit shall be refunded in accordance with the conditions set forth in the Rental Agreement. 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. The balance of your security deposit after applicable deductions will be mailed to you at the forwarding address you have provided to us within 30 days after your move out inspection has been completed. Attached is a list of fees and charges for your information.

MOVE OUT FEES
If not completed by tenant(s)

“AA” Battery Replacement	4.80 each	INSPECTION FEE – Move Out	\$100.00
“AAA” Battery Replacement	3.85 each	KEYS – Price for unreturned keys	\$10.00 each
9 Volt Battery Replacement	6.00 each	LAWN SERVICE - Lawn needs cut and trimmed	\$150 & up
AIR FILTER- dirty or missing air filter	\$25.00 & up depending on size - each	LIGHT BULBS – Candelabra	\$10.00 each
CARPET – Repair and/or Replacement	\$40.00 per square yard	LIGHT BULBS – Flood	\$20.00 each
CARPET CLEANING - Room	\$60.00 per room	LIGHT BULBS – Standard	\$10.00 each
CARPET CLEANING – Stains	\$10.00 & up per stain	LIGHT BULBS – T8 Fluorescent	\$20.00 each
CARPET CLEANING – Stairs	\$7.00 per stair	LIGHT FIXTURES	\$30.00 & up
CEILING FAN – Replacement	\$140.00	MINI BLINDS - Damaged or Missing	\$75.00 each
CLEANING FEE - if needed before ready to rent to new Tenant	\$35 per hour	OZONE CLEANING	\$200.00 each
COVER PLATES - electric switch and receptacle cover plates	\$8.00 each	PATCH HOLES – Up to 1”	\$15.00 each
DOOR - Exterior / Interior	\$150.00 & up	PATCH HOLES – Larger than 1”	\$35.00 each
DOOR KNOB – Replacement Interior	\$25.00 each	PET ODOR TREATMENT	\$75.00 each
DOOR STOP – Replacement	\$15.00 each	REKEY – Doors and Common Areas	\$50.00
DUCT CLEANING - Return	\$100.00	REPAIRS – By Licensed trades (Electricians, Plumbers, Roofers, etc.)	As Charged to Landlord plus Management Fee
DUCT CLEANING – Vent	\$50.00 each	SATELLITE DISHES/ANTENNAS	\$500.00 Removal Fee
DRYER VENT CLEANING	\$30.00 each	SHOWER HEAD – Replacement	\$35.00 each
ELECTRIC OUTLET - Replacement	\$40.00 each	SMOKE DETECTORS – Missing or Disconnected	\$100.00 per device up to 2
FLOOR TILE – Vinyl	\$2.00 each	SMOKE DETECTORS – Missing or Disconnected	\$500.00 for 3 or more devices
GARAGE DOOR OPENER – Keypad	\$100.00 each	THERMOSTAT – Replacement	\$125.00 each
GARAGE DOOR OPENER – Remote	\$100.00 each	TOWEL BARS – Replacement	\$50.00 each
GARBAGE DISPOSAL CLEANER	\$9.00 each	UTILITIES – Move-out (Electric)	\$50.00 each
GARBAGE REMOVAL	\$200.00	UTILITIES – Move-out (Gas)	\$25.00 each
HOA BINDER – Replacement	\$100.00	UTILITIES – Move-out (Water)	\$50.00 each

VERTICAL BLINDS – Replacement Slats	\$5.00 each	WINDOW SCREENS – Repair/Replacement	\$50.00 each
WINDOW – Replacement	\$150.00 and up		

RENEWAL:

As a tenant you should receive a “Lease Renewal Letter” in your email, approximately 45 days prior to your lease expiration. It should include a new 1-year lease rental amount, a 6-month lease rental amount, a month-to-month rental amount and an option to move out. You must notify us of your intentions no later than 30 days prior to your expiration date as required by your lease. If you decide to renew your lease agreement after the 30 days, you could be subject to a \$200.00 marketing and advertisement fee.

EARLY VACATE/LEASE BUY-OUT:

If you need to terminate your lease prior to the end of the initial term, you may do so by giving 30 days’ prior written notice, paying all rent and other amounts due or which fall due prior to move out, paying the Lease Buy-Out amount set forth in your lease, paying an early termination fee of \$500, and reimbursing us for any costs we incur in repairing and/or cleaning the premises.

TRANSFER TO DIFFERENT UNIT:

If at anytime during or at renewal of your lease, you would like to move into another unit managed by SuperiorPropertyRental.com you may request to do so if available. At time of request you will be required to pay \$500.00 to SuperiorPropertyRental.com to process the transfer. This ensures you are serious about the transfer and the unit you are transferring to will be removed from the market. To transfer to a different unit, you may be required to requalify by providing proof of income. All the funds will be placed in escrow and will either be to reimburse your security deposit or will be given as a credit toward the rent. The past unit will be inspected and distributed out of existing security deposit after which will be transferred, if applicable to new unit, if the \$500.00 does not reimburse security deposit up to your new rate, you will be responsible to fund the remaining balance.