



RESIDENT MOVE-OUT INSTRUCTIONS

The following information is provided to assist you in your move-out and will aid in, if applicable, the expeditious return of your security deposit.

REQUIREMENTS TO BE FULFILLED BUT ARE NOT LIMITED TO:

1. Full term of Rental Agreement
2. A full notice, per your rental agreement, has been given prior to vacating the apartment and submitted to the office where rent is paid.
3. No unpaid charges or delinquent rents.
4. All keys returned.
5. Forwarding address left with Manager.
6. When an apartment is vacated that has been occupied by a resident with a pet, if applicable, a sanitation fee will automatically be deducted from the security deposit for the extermination of fleas and deodorizing of the apartment.

Final inspection of the apartment will be made only after resident has completely moved out. Rent will be charged until the keys are returned. If move-out is completed during regular business hours, a representative of the community will walk the apartment with the resident. If, after the move-out inspection, the apartment does not meet the prerequisites, charges will be made as shown on the following list. The prices quoted are indicative of the approximate average charge per item described.

Security deposits will be returned by mail to the forwarding address left with the Manager within the number of days required in the lease after the move-out inspection. Refunds cannot be picked up at the office.

KITCHEN CLEANING		BATHROOM CLEANING		MISCELLANEOUS	
Oven	\$30.00	Shower Doors	\$15.00	Window Cleaning	\$50.00
Broiler Pan	\$10.00	Toilet(s)	\$10.00	Carpet Cleaning	Actual Cost
Drip Pans	\$2.00	Tub	\$20.00	Carpet Repairs	\$100.00
Refrigerator/Freezer	\$40.00	Sink/Countertops	\$35.00	Trash Removal	\$60.00
Dishwasher	\$10.00	Floors	\$30.00	Wallpaper Repair	\$150.00
Cabinets/Countertops	\$30.00			Painting	\$200.00
Floors	\$30.00			Holes in Walls	\$75.00
				Carpet Not Vacuumed	\$20.00
				Patio	\$15.00

REPLACEMENT CHARGES

If any items are missing or damaged to the point that they must be replaced when you move out, you will be charged for the current cost of the item, plus labor and service charges. A representative list of replacement charges is provided below. These are average prices. If the community incurs a higher cost for replacing an item, you will be responsible for paying the higher cost.

Please note that this is not an all-inclusive list; you can be charged for the replacement of items that are not on this list.

Window Glass	\$150.00	Fire Extinguisher	\$35.00
Doors	\$100.00	Patio Glass door	\$150.00
Light Fixtures	\$50.00	Window Screens	\$35.00
Ice Trays	\$3.00	Crisper Cover	\$15.00
Patio Screens	\$100.00	Mail Box Keys	\$25.00
Countertops	\$250.00	Woodwork	\$50.00
Door Keys	\$35.00	Mirrors	\$60.00
Disposal	\$65.00	Refrigerator Shelves	\$30.00
Blinds	\$65.00		
Carpet	Actual Cost		
Flooring	Actual Cost		
Wallpaper	Actual Cost		
Cabinets	Actual Cost		