Move Out Procedure

We will schedule a move-out walk through with you. You are encouraged to attend, but are not required. An itemized statement and/or refund will be mailed to your new address so please make sure we have a forwarding address for you on file.

The following is a general list of items that you should clean upon vacating the premises. ALL APPLIANCES should be CLEAN and FUNCTIONAL. As a general rule, the rental unit should be returned to the original condition in which it was found upon possession. Some items may not be applicable to the features in your unit.

**Deductions from your security deposit will be based on the following:**

**Kitchen:**
- Refrigerator: remove all food items/clean inside, front sides and top, also roll out from wall and clean underneath.
- Stove/Range: (including burners/rims, oven and broiler pan)
  - If applicable, REPLACE drip pans on stove top if they cannot be cleaned.
  - The ovens are self-cleaning; however, after the cleaning cycle, the oven needs to be wiped out.
  - **Cleaning Tip:** The floor under the stove can be cleaned by pulling out the bottom drawer below oven door.
- Microwave: (inside/outside/underside) **Cleaning tip:** removing vent(s) and glass turntable and clean in dishwasher (top rack only).
- Dishwasher: Inside around seal/ outside edges, top edge of door and front.
- Washer/Dryer: Inside tubes and lid, tops, front, sides and underneath.
- Cabinets: Including interior shelves and exterior doors.
- Drawers: Including front and insides.
- Garbage Disposal: Should be working properly—no stoppages.
- Vinyl/Ceramic Tile: Including areas behind refrigerator, stove, and washer/dryer.
- Sink, including chrome fixtures
- Countertops

**Bathrooms:**
- Sinks: Including chrome fixtures
- Shower/tubs: Including chrome fixtures
- Toilets: Replace toilet seat if it cannot be cleaned.
- Mirrors
- Vanities
- Floor Coverings
- Light Fixtures: Replace all burnt out bulbs. **Cleaning Tip:** remove and clean in dishwasher—top shelf only.
- Exhaust Fan Covers: **Cleaning Tip:** remove and clean in dishwasher—top shelf only.

**General Cleaning:**
- Wipe down ALL baseboards
- Wipe off all electrical outlets & light switch covers
- Clean all windows (interior and exterior)
- Clean all blinds (dusted and wiped down with mild cleaner) **DO NOT** USE HOT WATER!
- Carpets: Pick up any trash and vacuum.
- Wipe down all interior doors and door knobs
- Clean all light fixtures covers
- Replace all burned out light bulbs
- Wipe down all closet shelving
- Sweep out garage
- Remove all trash
- Eliminate all pet odors
- Remove any animal waste from yard
- Replace all broken blinds
- Remove all oil spots from concrete drive and/or garage floor
## Turnover Move Out Charges

This is a listing of common charges by McCarty Property Investments LLC, Shelby Property Investments LLC and Chapel Hill Cottages LLC, for service calls and move-outs. Note these are average charges. Each case is different and charges may vary. Minimum hourly labor is $36.00.

### Address:

#### FLOORING:
- **Remove carpet stains**: $80/stain
- **Cigarette Burn in carpet/floor**: $80
- **Deodorize carpet**: $100
- **Repair carpet**: $150
- **Repair hardwood floor**: $100 & up
- **Refinish hardwood floor**: $380 & up
- **Repair linoleum**: $85/tear
- **Replace bathroom linoleum**: $385
- **Replace kitchen linoleum**: $500
- **Replace floor tile**: $75/tile
- **Re-grout bath/shower tiles**: $165
- **Repair porcelain**: $135
- **Replace light bulb**: $5
- **Replace light fixture globe**: $20
- **Replace electrical cover plate**: $5
- **Replace ceiling fans**: $100
- **Replace sliding glass door**: $1,000
- **Repair sliding door screen**: $100

#### GENERAL:
- **Replace refrigerator shelf**: $45
- **Replace sotve/oven knob**: $25
- **Replace refrigerator shelf**: $100
- **Replace cutting board**: $40
- **Replace door bell button**: $15
- **Replace door bell unit**: $50
- **Replace garage door (each)**: $650
- **Smoke damage**: $5
- **Clean smoke alarm**: $40/each
- **Clean smoke alarm**: $85
- **Repair smoke alarm**: $40/each
- **Repair forced door damage**: $250
- **Replace door (inside)**: $155
- **Replace door (outside)**: $400
- **Replace sliding glass door**: $1,000
- **Replace sliding door screen**: $100

#### ELECTRICAL:
- **Replace light bulb**: $5
- **Replace light fixture globe**: $20
- **Replace electrical outlets/switch**: $12
- **Replace electrical cover plate**: $5
- **Replace ceiling fans**: $100
- **Replace sliding glass door**: $1,000
- **Replace sliding door screen**: $100

#### GROUNDS/EXTERIOR:
- **Clear sewer/cesspool line**: $195
- **Clear sewer/cesspool line**: $195
- **Clean gutters**: $185
- **Trim bushes**: $12
- **Damaged landscaping**: Labor/materials
- **Replace window pane**: $150
- **Replace venetian or mini blind (ea.)**: $75
- **Replace window shade**: $25
- **Replace window screen**: $50
- **Replace vertical blinds (sliding dr)**: $175
- **Exterminate for cockroaches**: $550 & up
- **Exterminate for fleas**: $375 & up

### Signatures Required:

| Lessee: | Lessee: | Lessee: |