



Move out Inspection and Instructions

Dear Tenants,

This letter is confirmation that we received notice of your intent to vacate the home you are now renting.

SECURITY DEPOSIT: In order to prevent any misunderstanding regarding your refund, move out instructions and procedures are enclosed. Please provide your landlord with a forwarding address in writing or email.

EARLY VACATE & RE-RENTING: If you leave early, please notify us, turn in your keys, and we will be able to perform the walk-through inspection, and we will be able to return your deposit sooner. If we are able to re-rent your unit within your time of obligation, you will get the rent for the overlapping period refunded to you.

KEYS: All keys to the property need to be returned. **Your property will not be considered vacant until we have received your keys.** Garage door openers should be left in a kitchen drawer. There is a \$40 fee if the keys are not returned and a \$75 fee per remote if garage door openers are not left at the property.

MOVE OUT INSPECTION: It is not necessary for you to be present during your move-out inspection. Although, if you would like to be present during your inspection, please call the office at least 3-5 days in advance to schedule your Move Out Inspection. Inspections need to be done at least 1 business day prior of your lease expiration date. The Inspection fee is \$78.00 dollars. If the inspection is not scheduled, or you are not ready when inspector shows up, then it will be performed after you vacate the property. If the inspection was scheduled and you're not there or the home isn't ready there will also be a charge of 35 dollars for re-scheduling. Keep in mind that the property should be cleaned and empty for this appointment. You can only schedule inspection during your leasing period.

REFERAL \$\$\$: It is very important to keep your home looking its best as prospective Tenants may be driving by your home and YOU can earn referral \$\$\$ by helping us find a great Tenant like yourself to rent your home. Be sure to tell friends at work and any clubs or associations. We may also place a Yard Sign to help you earn referral fee. Call the office for details.

STAY WITH US: If you are still deciding where to live go to [Westpropertymanagement.net](http://www.westpropertymanagement.net) If you are a tenant in good standing we will **waive application fees** and give you access to your new home **a week early** so you have more time to move.

<http://www.ksl.com/index.php?nid=13>

Is always a good place to find moving boxes for free or at a discount.

Also look at your local U-Haul office to find: dolly, plastic wrap, tape, taping machines and packing paper. Boxes, tape and taping machines are also located at Wal-Mart, Home Depot and Lowes.

Good luck and we wish you the best with your move.

West Property Management



Move out Instructions

1. ___ All keys are to be returned to the office for the property to be considered vacant
2. ___ Leave garage door openers in a kitchen drawer
3. ___ All floors swept, washed, and waxed.
4. ___ All walls & ceilings dusted down & all dirt, smudges, & grease washed off.
5. ___ Wash down all baseboards, Doors, Door Knobs, woodwork, window frames, glass, windowsill, interior and exterior of doors and thresholds
6. ___ Clean and wash all light fixtures, electrical outlets, switches, and vent covers.
7. ___ Thoroughly clean all bathroom fixtures - toilet (s), bathtub (s), showers, sinks, and cabinets. Remove all hard water spots, clean all glass
8. ___ Kitchen, Clean, wash inside & outside, removing all dirt & grease including kitchen sink & fixtures
9. ___ Clean behind & between stove and refrigerator area, top and underneath
10. ___ Clean storage area.
11. ___ Sweep & wash hallway floors and dust hallway walls.
12. ___ Vacuum carpets, they will be professionally cleaned after you move out.(If you have them professionally cleaned you must provide a receipt when you turn in your keys)
13. ___ Clean closets, shelves, & rods wiped down.
14. ___ Clean all windows, window wells, storms, screens, and return them to their proper place.
15. ___ Remove all items from attic, crawlspace, basement, yard, shed, etc.
16. ___ Lawn, garage, outbuildings, to be free of all trash, rubbish, cigarette butts, and personal property
17. ___ Lawn trimmed and cut properly, including removal of leaves.
18. ___ All trash and garbage to be removed from property. DO NOT PILE up garbage at the curb.
19. ___ Remove all garbage from property before your inspection.
20. ___ Do not remove phone jacks, picture hooks, or curtain rods and brackets.
21. ___ Repair or replace any broken door stops.
22. ___ LIGHT BULBS - ALL light fixtures are to have working light bulbs in ALL bulb sockets.
23. ___ Smoke alarm(s) will be in working order with good battery. (Replacement Battery Required) 9 volt
24. ___ Remove any satellite dishes, TV's and seal all holes caused by the installation
25. ___ Pressure Wash garage, garage door, entry way and patio

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. Your security deposit will be mailed to the forwarding address you provide within 30 days after your Move-out inspection has been completed. WPM will have the home re keyed after vacancy. Attached is a list of fees and charges for your information.

We recommend that you print this form off and use it as a check list, doing so will keep you on target for getting your full deposit back!

We only expect you to return your home in the same condition as when you moved in.
If you have any questions, please call. GOOD LUCK with your move!



Move Out Fees

AIR FILTER dirty or missing air filter	\$18.00 each
ANTENNAE – roof antennae unauthorized, removal and sealing roof	\$75.00 each
AUTO mobile, vehicle, trailer left on premises – removal charge	\$500.00 each
CARPET – Replacement	\$35.00 yd. (9 sq ft) and up
Pet Treatment Home Deodorizer	\$159 per level
CEILING FAN – replacement	\$140.00 and up
CLEANING – if needed before ready to rent to new Tenant.	\$39.00 man hour, \$79 minimum
COVER PLATES - electric switch and receptacle cover plates	\$3.00 each
DOOR – Exterior / Interior	\$150.00 & up / \$95.00 minimum
DOOR STOP- Replacement or repair	\$10.00 each
DOOR knobs – interior	\$18.00 each
ELECTRIC Outlets – replacement	\$35.00 each
FLOOR TILE – vinyl 12” x 12”	\$16.00 each tile
KEYS – not turned in	\$40.00
LAWN SERVICE -- Lawn needs cut and trimmed	\$70 & up
LIGHT BULBS -- Burned out, missing.	\$6.00 each bulb
LIGHT Fixtures	\$25.00 & up
LOCK – deadbolt lockset or knob lockset Re-Key 38 per door	\$65.00 each
MINI Blinds – damaged or missing	\$35.00 each
NAIL HOLES larger than 1/16”	\$15.00 each
NAIL HOLES larger than 1”	\$75.00 each
Drywall Repair door knob hole or fist size hole	\$90.00 each
PAINTING – interior	\$39.00 hr + material
RANGE – replacement	\$600.00 & up
REFRIGERATOR – replacement	\$875.00 & up
REPAIRS by licensed trades, electrician, plumbers, roofers, etc	As charged to Landlord
REPAIRS by non-licensed trades	\$39.00 hr + material
SATTELLITE DISH – Remove and seal	\$80.00
SHOWER HEAD	\$25.00 and up
SMOKE ALARMS – replacement	\$45.00 each
Batteries	\$6.00 Each
STORM DOOR – pneumatic closure	\$80.00
STORM DOOR – replacement	\$180.00 & up
STORM DOOR – stop chain	\$30.00
THERMOSTAT – replacement	\$180.00
TOWEL BARS	\$25.00 and up each
TRASH -- Debris removal interior or exterior	\$400 each load
WINDOW GLASS – Cracked or Broken Glass	\$45.00 and up
WINDOW replacement	\$50.00 and up
WINDOW SCREENS	\$35.00 each

DEDUCTIONS are made from the security deposits 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, re-keying, 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 above schedule. 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. Thank You