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## **MOVE-OUT INSTRUCTIONS**

All dwelling keys and access devices must be turned in upon move-out. Please use the key return envelope available in our office and at our drop box. If a mailbox key was provided by United Realty then it must be turned in to our office. If you picked up your mailbox key from the Post Office then it must be returned back to the Post Office.

**Only one security deposit refund check will be issued.** The security deposit check will be issued in accordance with Paragraph 4 of your Lease Contract. You must provide a forwarding address in writing. If no forwarding address is provided, security deposit reconciliation statements and checks will be mailed to the last known address.

You must not be delinquent in rent, late charges, NSF charges, etc. upon move-out. The dwelling is to be surrendered in the same condition as it was received.

The following is a list of cleaning instructions to be followed to ensure the proper and complete return of your security deposit. This is not an all-inclusive list; there may be items not listed that do not release you from your responsibilities under the Lease Contract.

### **Cleaning Instructions**

#### **Kitchen, Dining Area, & Utility Room**

- Clean refrigerator inside and out, turn it off, un-screw the bulb (CAUTION HOT!), and leave the door open.
- Clean the oven, stovetop, drip pans, control panel and underneath the top thoroughly.
- Clean the dishwasher. (Run the dishwasher through a cycle with a cup of vinegar sitting on top shelf.)
- Clean the counter top, vent hood, and sink.
- Clean washer and dryer inside and out (if provided).
- Wipe down all the cabinets and drawers, inside and out.
- Vacuum or sweep and mop floor and clean all baseboards.
- Wipe off light fixtures and/or ceiling fan and replace any burned out light bulbs.
- Dust any blinds and window sills.

#### **Living Room & Bedroom**

- Wipe fingerprints and other marks from switches, walls, and doors.
- Vacuum or sweep and mop floor and clean all baseboards.
- Wipe off light fixtures and/or ceiling fan and replace any burned out light bulbs.
- Dust any blinds and window sills.
- Remove all items from closets and wipe closet shelves.

#### **Bathroom**

- Clean tub, toilet, vanity and surrounding area.
- Clean mirrors and tile.
- Clean sink and all plumbing fixtures.
- Wipe down all the cabinets and drawers, inside and out.
- Vacuum or sweep and mop floor and clean all baseboards.
- Wipe off light fixtures and/or ceiling fan and replace any burned out light bulbs.
- Dust any blinds and window sills.

#### **Yard/Outside the Unit**

- Remove all trash in yard and outside the unit.
- Sweep off all porches, patios, and balconies.
- Any loose trash must be in a bag and put to the curb or trash pickup area.
- Trash container must be put to the curb where garbage pickup services will pickup.
- Fill in all holes from pet (if applicable).
- Remove any pet feces.

**A/C return grill must be clean and must have a clean air filter.**

**AVERAGE SECURITY DEPOSIT DEDUCTION COSTS**

**Bathroom**

Item	Cost/per
Sink Cleaning	\$15
Clean Cabinets	\$20
Clean Shower/Tub	\$25
Clean Countertop	\$25
Clean Toilet	\$30
Replace Tank Lid	\$75
Replace/Repair Towel Bar	\$25
Replace Commode Seat	\$35
Remove Decal	\$15
Clean Mirror	\$25
Clean Floor	\$25

**Kitchen**

Item	Cost/per
Sink Cleaning	\$15
Clean Cabinets	\$45
Clean Dishwasher	\$25
Clean Countertop	\$45
Clean Stove/Oven	\$50
Clean Refrigerator	\$50
Replace Drip Pans	\$40
Clean Floor	\$45

**Room**

Item	Cost/per
Clean Ceiling Fan	\$20
Clean Window	\$20
Clean A/C Grill	\$15
Remove Decal	\$15
Carpet Cleaning per room	\$75
Carpet Stain Removal (per stain)	\$25
Painting per Wall (up to 15x10)	\$75
Painting per Ceiling (up to 10x10)	\$75
Sheetrock Repair – up to 12"x12"	\$75
Sheetrock Repair – up to 3'x3'	\$150
De-Flea	\$100
Pest Control	\$75
Tire Removal (per tire)	\$15
Replace Interior Door	\$150
Replace Exterior Door	\$350
Replace Deadbolt	\$75
Replace Doorknob	\$50
Replace Light Bulb	\$5
Replace Wall plug/plate	\$5
Replace Outside Light Globe	\$15
Replace Doorstop	\$5
Replace Smoke Detector	\$30
Replace A/C Filter	\$15

**REMINDER**  
Complete and return your Move-In  
Inventory form within 2 Days of  
moving into your home

<b><u>Actual Cost Replacement Items</u></b> Garbage Disposal Blinds Appliances Toilet Carpet Vinyl/Tile/Wood Floors Ceiling Fan Window Screen
<b><u>Actual Cost Items</u></b> Required Lawn Care Repairs Bed Bug Treatment

**\*\*These are average prices ONLY. United Realty does not employ any cleaning or maintenance technicians, but contracts with local companies for all services, so costs may vary. These are examples of average costs and may or may not include actual labor costs.**

Initials: \_\_\_\_\_