



# MOVE-OUT GUIDE

(Updated 02/2016)

Please use the following checklist as a guide to completing your move out, and to help you avoid deductions from your security deposit. Completing this checklist will speed up the return of your deposit. This list, in conjunction with your original move in condition form, and any maintenance completed during your occupancy, will be used for your checkout inspection.

Your utilities must remain on through the last day of your lease contract or your move-out date, whichever date is later. If utilities have been disconnected early, you will be charged a fee of \$50, plus any utility reconnect charges, daily usage, etc

Most of the time, we either have tenants scheduled to move in right away or work scheduled to be done. Therefore, it is imperative that you stay with your scheduled move out date.

The Following Information is provided to help you get your security deposit returned without any misunderstandings:

- Submit your Notice to Vacate which should include your forwarding address.
- Remember to CLEAN your rental property inside/outside to avoid any charges against your deposit. Refer to the Resident Cleaning Checklist for further information.
- Return all remotes (garage, ceiling fans, etc)
- Return keys to Equity Real Estate by midnight on the last day of your lease.
- Check with Equity Real Estate to see if we have a forwarding address on file.

### **Friendly Reminders**

- Notify all utility companies of move out date and forwarding address.
- Forward your mail and change your address with Post Office to receive all mail at your new home.

# Resident Cleaning Checklist

You are required to return the home empty and in a clean condition.

Cleaning issues will NOT be considered to be normal wear, under any circumstances whatsoever.

## All Rooms:

- PAINTING: Please remove all nails. **DO NOT PATCH, SPACKLE OR SPOT PAINT NAIL HOLES**, or touchup paint without approval. If you paint & it does not match or if you do a poor job of filling holes, you will be charged for necessary painting to match the existing paint or to redo spackling.
- All items should be removed from walls, hanging or sticking
- Clean all windows, window sills, and patio doors. (including tracks).
- Dust / Vacuum all blinds.
- Clean all woodwork (baseboards) and counters.
- Wipe out all cabinets and drawers. Remove all shelf paper.
- Carpets must be professionally cleaned and receipt turned in at time of surrender. If you do not present the receipt, we will have the carpets cleaned at your expense. Renting a cleaner or using your personal carpet cleaner is not sufficient.
- Sweep / Mop all non-carpeted areas.
- Wipe down walls, trim, doors, and faceplates.
- Remove light fixtures, clean fixture, and replace burned out light bulbs.
- Replace batteries in smoke alarms, keypads, or battery operated thermostat.
- Replace air conditioner / furnace filters and clean return air grate.
- Make sure all window screens are in place and in good repair.
- Clean lint out of dryer. Clean all lint out from behind washer & dryer.
- Take trash barrel to the curb.
- If you have a fireplace, it should be cleaned and free of debris; this includes cleaning mantle.
- All shelving in closets, utility rooms, pantry areas, etc should be cleaned.

## Kitchen:

- Clean stove, oven, vent hood, exhaust screen and broiler.
- Replace drip/range pans.
- Defrost and clean refrigerator and freezer. (leave on lowest setting)
- Clean behind refrigerator and stove.
- Remove water from drain pan under the refrigerator after defrosting.
- Clean sink.
- Clean dishwasher and make sure all racks and floor plates are in place.
- Clean all countertop areas (including under microwave).

## Bathrooms:

- Clean sinks, tubs, and toilets thoroughly.
- Clean mirrors.
- Make sure shower rods, towel racks, and toilet paper holders are in place.
- Clean all countertop areas

## Lawn:

- For the lawn care at your residence:
  - o Mow, edge, rake & bag leaves, water lawn. Weed any flower beds.

## General:

- If you have a garage, this should be cleaned as well.
- No items should be left in your home. You will be charged for removal/disposal.
- Make sure all outstanding rent and maintenance charges are paid.
- Report any non-working appliances, leaky plumbing or roof leaks.
- Lock all doors and windows.

## Pets:

- If you have had an animal in your unit, we will have your unit and yard defleaed.
  - o Carpets will be shampooed and deodorized.
  - o Remove and bag all pet refuse.

**\*THIS LIST IS FOR REFERENCE ONLY AND IS NOT INTENDED TO BE ALL INCLUSIVE\***

## Examples of Move-Out Charges

Dirty AC Filter	\$15.00	Veggie Sprayer	\$18.00
AC Coil Clean	\$85.00	Broken Window	varies w/ size
Smoke Detector Battery	\$10.00	Re-Key Door (per door)	\$30.00
Smoke Detector	\$25.00	Lawn-care (small)	\$45.00
Toilet Paper Holder	\$22.50	Lawn-care (med)	\$65.00
Towel Rack	\$23.50	Lawn-care (large)	\$85.00
Window Screen	\$20.00	Haul city trashcan to curb	\$10.00
Light bulb	\$5.00	Haul trash/debri to dump	varies
Vanity Bulb	\$10.00	Stove pans	\$25.00
Door Stop	\$5.00	Cover Plates	\$5.00
Standard Mini-blind	\$15.00 - \$30.00	Re-paint Room	min \$200.00/ room
Glenwood Mini-blind	\$30.00	Wallpaper removal	min \$50.00/ hour
HP Mini-blind	\$30.00	Toilet lid or seat	\$17.50
Vertical Blind	\$55.00	Sheet rock damage/ holes	Varies
Aerator	\$13.50	Vinyl rips	Varies
Shower rod	\$20.00	Carpet Stains	Varies
Porch light globe	\$18.50	Fence (pickets/gate)	Varies
Door Knob	\$17.50	Dishwasher (rack/utensi)	Varies
Sink or Tub Stopper	\$7.50	Oven (rack)	Varies
Vent-hood Filter	\$10.00 - \$30.00	Refrigerator (shelf/drawer)	Varies

### Evidence of Unauthorized Pet at time of move out inspection

(Unauthorized Pet Fee \$100.00 /\$ Carpet DeFlea and Shampoo \$200.00 minimum)

**All prices are not all-inclusive and are subject to change depending on type, size, and availability. This is for reference only.**

# Security Deposit Information

Your unit will be inspected within 24 hours after your lease expires; you must remove all belongings and clean the unit by the expiration date, no exceptions.

Security deposits and an itemization of deductions will be mailed to the forwarding address that was provided to our office by the residents on the vacate form. We have 30 days from the date your lease expires to return your deposit reconciliation to you. The security deposit check will be made out to all residents on the lease contract.

**If you notice an error or discrepancy in the amount of your refund, please bring it to our attention by composing a letter stating the error you feel has occurred. You must enclose material to support your conclusion.**

Address the letter to:      Equity Real Estate, Inc.  
   Attn: Deposit Refunds  
   201 Wellborn Rd.  
   College Station, TX 77840

**We are not able to discuss errors or discrepancies over the phone, everything must be in writing.**