

Renters Name _____ Unit _____ Date _____

MOVE OUT CHECK LIST
This is part of the lease

We'd like to assure that your full security deposit is returned to you after you move. Please follow the guidelines below and we will cheerfully and promptly return your deposit.

1. Empty and clean range, exhaust fan, closets, and cabinets.
2. Defrost and clean refrigerator.
3. Wash all walls and woodwork.
4. Remove all trash including outside shed.
5. Sweep and mop all floors.
6. Vacuum and professionally clean all carpets and turn in receipt.
7. Clean window and screens inside and out. Clean mini blinds.
8. Replace all burned out bulbs.
9. Remove trash and weeds and sweep the patio sidewalk areas.
10. Be certain all rent and other charges are paid and current.
11. Make arrangements to return your keys on or before the move-out date. Final walk thru.
12. Please have your forwarding address in writing for your deposit or it must be mailed to the Office at 202 N. Broad ST. APT#1 Grove City, Pa 16127.
13. Before deposit is returned you MUST send a copy of the final water & sewer bill stating PAID IN FULL.

If cleaning the apartment is necessary, there will be extra charges deducted from your security deposit. We will provide you with an itemized list of any deductions. Any charges not covered after deducting from the deposit will be billed to your forwarding address.

• Cabinets and countertops	15-35	_____
• Windows /blinds cleaned	20-50	_____
• Walls Washed/Painted	40 per room	_____
• Range and/or hood cleaned	30-50	_____
• Dishwasher cleaned	10-15	_____
• Refrigerator cleaned	15-45	_____
• Trash removed	20-100	_____
• Sweep and mop floors	15-30	_____
• Bathroom(s) cleaned	75 per room	_____
• Carpet De-fleeing	40 per room	_____
• Carpet Cleaning	50 per room	_____
• Unreturned keys (change locks)	100	_____
• Replacement blinds	25 each	_____
• Smoke detectors (must have Batteries inside)	15 each	_____
• _____	_____	_____
• _____	_____	_____
• _____	_____	_____
	TOTAL	_____

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****Please note: Smoking and pet odors is not considered "normal wear and tear" and you must take extra care in cleaning all surfaces within the apartment and remove the smell. ****

Assuming the guidelines above and your lease terms have been met, your security deposit will be returned in 30 days or less. Should any of the following items be missing, damaged or inoperative, our standard replacement costs will be charged to you:

Light fixtures	Price varies	_____
Shelves for refrigerator	Price varies	_____
Range burners	Price varies	_____
Windows and screen	Price varies	_____
Storm door items	Price varies	_____
Carpet and floor coverings	Price varies	_____
Sink stoppers or other items	\$5 each	_____
Drip pans	\$5 each	_____

Total for missing or damaged items _____

There are some basic things that renters are responsible for. We will help when possible but there may be charges to you.

Maintenances fees as follows:

- Trip charge 25
- Plunge toilet 25 and up
- Change light bulbs 25-50
- Service a/c 50 and up
- Leaky faucet 25 - 50
- Plugged drains 25 and up
- Repair screens 25 - 50 each
- Furnace* 50 and up

*Clean the cold air return and change your furnace filter to prevent unnecessary furnace problems and charges