

Standard Vacating Checklist

Address: _____

For your information and assistance, we have prepared a checklist of items which should receive your attention during the time that you are cleaning and preparing to turn your residence back over to Bondurant Realty Corporation. If you fail to comply with these move-out instructions and procedures, you agree that you will be liable to the Owner for the cost of such cleaning and repair, as well as the replacement of soiled, missing, or damaged items in the rental unit. Costs for such are shown in the amount in parenthesis or otherwise noted following the description of each item below. Furthermore, you agree that the charges set forth in this schedule are reasonable charges for the work or items described therein.

1. Halls must be free of dirt, grease, fingerprints and scuff marks. The cost of removing bad marks or chipped paint or plaster resulting from hard use or moving will be estimated accordingly. Cost of painting the unit will be assessed at checkout. If there are blatant and intentional drywall holes or excessive wear and tear, you will be charged for painting the whole unit at full cost.
2. Range, burners, broiler pans, oven, and range hood must be cleaned well (\$50.00). Replacement costs are as follows: Drip pans, \$6.00 each; burner rings, \$6.00 each, 1-piece pan and ring, \$9.00 each.
3. Refrigerator and freezer must be clean (\$45.00). All appliances should be pulled out and cleaned underneath. Replacement costs are as follows: shelf bars & brackets (\$35.00-\$85.00) crisper shelves, crisper shelf covers, and drawers will be estimated at check out. Do not turn off or unplug the refrigerator after cleaning or there may be additional charges to repair or replace the appliance.
4. Kitchen walls, cabinets and drawers must be cleaned and free from grease (\$75.00).
5. CARPET MUST BE STEAM CLEANED BY A PROFESSIONAL COMPANY AND A RECEIPT MUST BE PRESENTED AT THE SCHEDULED CHECKOUT OR LEFT ON THE COUNTER IN THE UNIT SO IT WILL BE VISIBLE AT CHECK OUT. It is the Resident's responsibility to ensure that receipt of cleaning has been received. Steam cleaning must be performed AFTER property is completely vacated. The carpet should be in the same condition as it was when the residence was originally turned over to the Resident, normal wear and tear expected. If a receipt is provided and it does not meet our standards, the work may be redone by our contractor at the Resident's expense. Carpet that a Resident has had shampooed but still needs additional steam cleaning will result in an additional charge. (Shampoo suds double and sometimes triple the time it normally takes to steam clean). Additional cleaning for carpeted steps, bad spots and stains (including pet odors and gum) or cost of replacing carpet that is damaged beyond cleaning will be estimated. (Carpets must be cleaned to our satisfaction.) If Bondurant Realty steam cleans the unit, the cost for such will be divided equally among the Residents and deducted from their security deposits with additional applicable fees.
6. In the event that carpet and/or vinyl is damaged so badly that cleaning is ineffective and replacement is necessary, replacement costs will be charged to Resident(s) on the following schedule: full cost if the Resident(s) occupying the unit are the only persons that have lived on the carpet, regardless of the length of time or years renewed. \$17.00/yd if carpet or vinyl was installed within 15 months of final inspection; \$14.00/yd if it was installed within 16-27 months; \$12.00/yd if it was installed within 28-39 months; \$10.00/yd if installed within 40-51 months; \$8.00/yd if installed within 52-72 months; \$6.00/yd if it was installed within 73-84 months; \$4.00/yd if installed within 85-96 months.
7. Hardwood and vinyl floors must be cleaned. (Vinyl \$30.00 per room) hardwood floors (\$65.00, additional charges if varnished).
8. Bathrooms must be cleaned thoroughly. (\$65.00 per bath)
9. Damages to medicine cabinet, closet doors, appliances, fixtures, screens and glass must be repaired. (Cost of labor and materials will be estimated.)
10. Patio, porches and balconies must be cleaned. (Garden patio or balcony \$30.00 an hour plus cost of cleaning solution)
11. Inside of windows must be washed. Windows that tilt in are expected to be cleaned as well as the track and sill (\$6.00 per window and \$8.00 for sliding glass door). Screens must be in place and in good condition (\$45.00) Sliding screen door (\$75.00)
12. Venetian blinds must be washed. (\$15.00-\$35.00 per set; 2-inch wooden slat blinds: \$65.00 per set) and all be in place and working. Heating/AC vents and the heater closet door vent must be cleaned (\$5.00 per vent) and (\$15.00 per vent door).
13. Draperies must be dry cleaned with a receipt provided. After doing so, leave drapes in laundry plastic. (If this is not done, a charge will be made based on the vendor's present rate plus \$10.00, or the cost of replacing the drapes (\$78.00) if they are damaged beyond normal cleaning.)
14. ALL keys must be returned. (\$125.00 2-lock set – units with multiple doors will be per entry door; mailbox lock \$28.00)
15. The Department of Billing and Service (540-731-3602) must be informed to discontinue electric service and other utilities as necessitated by your particular lease. KEEP UTILITIES IN YOUR NAME UNTIL THE END OF YOUR LEASE PERIOD! TENANTS ARE RESPONSIBLE FOR UTILITIES FOR THE TENURE OF THEIR LEASE WHETHER THEY ARE OCCUPYING THE APARTMENT OR NOT. A FINE OF \$300.00 WILL BE ASSESSED FOR UTILITY SERVICE THAT HAS BEEN TERMINATED PRIOR TO THE LEASE END DATE, AS STATED IN THE LEASE.
16. Nametags, stickers and decals must be removed from door, windows and mailbox.
17. All light bulbs must be in working condition. (Replacement at cost - Regular bulbs \$3.00, Candelabra \$4.00, Fluorescent \$8.00)
18. Storage areas must be cleaned out. Washer and dryer must be clean. (\$45.00 per set) Replacement dryer lint trap (\$25.00).
19. In the event that items are left behind at move out, charges will be as follows: \$25.00 per bag of trash, \$50.00 per box of personal items left, \$100.00 per couch, \$150.00-\$250.00 for sectional or sofa bed, and \$50.00 per individual pieces of miscellaneous furniture. Additional charges may be applied and will be accessed at checkout.
20. Any damage, unusual wear and tear, and cleaning that is necessary, is figured at \$35.00 per hour for skilled labor and \$25.00 per hour for unskilled labor, plus material expense. This includes charges for removal of stick-on hangers, plastic tape or scotch tape on walls, doors, refrigerators, stoves, windows, etc. There may be additional charges for "grunge" cleaning. If a padlock/hasp lock has been installed during the Resident's lease term or doors have been otherwise damaged, Resident will pay cost of replacing door. (\$150.00 per door -interior) (\$350.00 - \$700.00 per door-exterior)
21. Additional pet related charges, such as flea extermination, carpet deodorizing, etc. will be charged as necessary. If evidence of an unapproved pet is found at check out, unit will be assessed a \$150.00 fine.
22. Replacement of Fire Extinguishers: (\$65.00 to \$85.00 - depending on type and apartment complex). Refill - (\$65.00) Smoke detectors (\$50.00) and Carbon monoxide detectors (\$95.00) that are missing/damaged.
23. A 10% administrative fee will be added to any contract labor that we retain to make necessary repairs to restore the property back to its original state. This fee covers our cost of retaining a reputable contractor, verifying insurance, and issuing payment to them when the work is complete.
24. All costs on this checklist should be considered guidelines and are subject to change based on market fluctuations.

We turned the residence over to you in good condition and will appreciate your cooperation in doing the same upon vacating. A REPRESENTATIVE OF THE UNIT MUST BE PRESENT AT THE FINAL INSPECTION. THIS INSPECTION MUST TAKE PLACE ON OR BEFORE THE LAST DAY OF YOUR LEASE. DWELLING MUST BE VOID OF PERSONAL BELONGINGS BEFORE INSPECTION MAY TAKE PLACE. (BONDURANT REALTY CORP WILL NEED A WEEK'S NOTICE FOR PROPER SCHEDULING OF YOUR CHECKOUT). PLEASE LEAVE YOUR FORWARDING ADDRESS WITH THE RENTAL OFFICE TO RECEIVE YOUR SECURITY DEPOSIT STATEMENT WITHIN 45 DAYS!

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