

Peggy Jones Properties

314 Hutchison
Canyon View
Red Fish Run

Move Out Guide



MOVING OUT?

This guide contains everything you need to know about moving out. Please take some time to review it well before you plan to move out. If you need further assistance or have any questions, please do not hesitate to ask.

We're sad to see you go! We know moving can be stressful, so we have created this guide to make it easy on you! Please plan ahead! Remember, you are financially responsible for your Lease until it terminates. You are also financially responsible for all utility bills and any damages to the Apartment while you are under contract. Final Damage and Cleaning Charges Bill will be sent within 30 days of the end of the lease.

**CLEARING OUT
PACKING WOES GOODBYES
OLD MEMORIES
BOXES
➡ NEW HOME
NEW BEGINNINGS
CHANGE OF ADDRESS**

PRE-MOVEOUT RESPONSIBILITIES

- Be sure that you are current with your rent and other charges. You must pay your last month's rent in full.
- Talk with your roommates about each person's responsibility when cleaning the Apartment and preparing it for inspection. You should discuss any damages in the Apartment and whomever is responsible for those damages should notify the office in writing that they are responsible prior to your move out.
- After you have removed all of your belongings, thoroughly clean your Apartment. If our staff determines that the Apartment is dirty or requires repairs, you may be charged for these items. We cannot inspect any Apartment if your belongings are present.

Here are our expectations and some common cleaning problems .

Please use the Cleaning Checklist on the next page as a guideline for cleaning.

Kitchen - All of the appliances should be clean and free of any residual food. Be sure to clean the inside and outside of the refrigerator, stove, oven, microwave and dishwasher. These appliances are often forgotten and the cleaning charges for these items add up quickly.

Bathroom - The tub, shower, toilet, sinks and fixtures should all be cleaned thoroughly. The floor should be mopped and the counters and cabinets should be wiped down.

Carpet - Normal wear and tear is expected, but we look for stains, tears and holes.

Trash - Take all your trash to the dumpster. Do not leave any trash inside the Apartment, on the patio, or outside the front door. If we have to remove any trash, boxes, or unwanted items from your Apartment, your account will be charged \$25 per bag/item.

CLEANING CHECKLIST

Kitchen:

- _____ Countertops & sinks, wiped down and cleaned.
- _____ Stovetop & drip pans, cleaned and free of debris. (Lift the stove top and clean.)
- _____ Oven, emptied and cleaned.
- _____ Refrigerator/freezer, emptied, cleaned and odor free. Clean debris behind.
- _____ Cabinets & drawers, cleaned and emptied out.
- _____ Dishwasher, emptied, wiped down and operable.
- _____ Garbage disposal, cleaned and operable.
- _____ Floor, mopped and free of dirt/scuff marks.

Living Room:

- _____ Walls, cleaned and free of dirt.
- _____ Floor, mopped and free of dirt/scuff marks, if applicable.
- _____ Carpet, clean and vacuumed, if applicable.
- _____ Smoke detectors, attached and operable.
- _____ Blinds & windows, cleaned and operable.
- _____ Screens, undamaged and properly attached.
- _____ Remove everything from patio.
- _____ Door stop, attached and operable.

Bathroom:

- _____ Remove ALL personal property, litter and trash. (Remove shower curtain and rod rings.)
- _____ Cabinets & drawers, cleaned and emptied out.
- _____ Floor, mopped and free of dirt/scuff marks.
- _____ Sinks & countertops, wiped down and cleaned.
- _____ Mirrors, wiped down and cleaned.
- _____ Tub/shower, wiped down and cleaned. (All stains and soap marks must be removed.)
- _____ Toilet, wiped down and cleaned.
- _____ Smoke detectors, attached and operable.
- _____ Door stop, attached and operable.

Bedrooms:

- _____ Floor, mopped and free of dirt/scuff marks, if applicable.
- _____ Carpets, clean and vacuumed, if applicable.
- _____ Walls, cleaned and free of dirt.
- _____ Door & closet doors, properly attached, cleaned and operable.
- _____ Blinds & windows, cleaned and operable.
- _____ Screen, undamaged and properly attached.
- _____ Smoke detector, attached and operable.
- _____ Door stop, attached and operable.

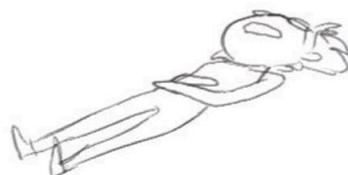
DOING THIS LIST THOROUGHLY SHOULD HELP YOU AVOID
CLEANING/PAINTING/FIXING CHARGES!!

Entry/Living Room	Cost to Clean	Cost to Repair	Cost to Replace
Entrance Door	N/A	varies	165
Front Door Lock	N/A	N/A	28
Peep Hole	N/A	N/A	6
Thermostat	N/A	N/A	50
Entry light fixture	N/A	N/A	28
Ceiling Fan		20	120
Carpet		50 75-varies	300-530
Blinds - living room window		20 N/A	75
Blinds—patio door		20 N/A	100
Ext. Wall/siding	N/A	varies	varies
Light fixture—track	N/A	N/A	60
Entry Floor Tile		N/A	25/tile
Entry/Living Room		Partial	Full
Cost to:			
Paint		50	200
Clean			125

Bedroom Area	Cost to: Clean	Cost to: Repair	Cost to: Replace
Ceiling Fan		20	120
Light Fixture		10 N/A	45
Closet Door		15 N/A	75.00 each door
Closet Shelving	N/A	N/A	30
Carpet		50 75-varies	235-375
Blinds		20 N/A	75
Bedroom Area cost to:		Partial	Full
Paint		50	200
Clean			100

Kitchen Area	Cost to: Clean	Cost to: Repair		Cost to: Replace
Microwave		20	N/A	200
Microwave Plate		10	N/A	25
Refrigerator		30	varies	750
Refrigerator Shelve		10	N/A	120
Refrigerator Drawer		20	N/A	50
Ice maker		5	N/A	125
Ice bucket		5	N/A	25
Stove / Range		75	varies	350
Drip pan each		10	N/A	15
Element	N/A		25-VARY	50
Dishwasher		25	varies	250
Cabinet door		5	varies	50
Cabinet drawer		5	varies	50
Light fixture		25	varies	100
Faucet	N/A		N/A	85
Sink		5	varies	110
Vent Hood		20	N/A	100
Countertop		20		100 400
Disposal	N/A			130
Washer /Dryer		25	varies	950
Kitchen cost to:		Partial	Full	
Paint			50	150
Clean			25	50

things i don't feel like doing today:



MOVING.

Bathroom Area	Cost to: Clean	Cost to: Repair	Cost to: Replace
Tub / Shower Stall	30	N/A	200
Tub Tile	10	N/A	2.65 sq. ft.
Tub Knob / Faucet	5	N/A	185
Shower Curtain Rod	5	N/A	25
Shower Head	10	N/A	30
Towel Bar	5	N/A	25
Exhaust Fan	20	N/A	50
Light Fixture	20		45
Mirror	5		55
Cabinet	25	varies	195
Toilet	15	varies	125
Toilet Seat	5	N/A	25
Toilet Handle	5	N/A	5
Door knob		N/A	10
GFCI Plug		N/A	75
Sink	5	N/A	33
Sink faucet	5	N/A	40
Tissue Holder	5	N/A	6
Floor Vinyl / Tile	35	N/A	2.65 sq. ft.
Vanity Top	25		80 250
Bathroom Area	Partial	Full	
cost to:			
Paint	25	75	
Clean	25	75	

apartment hunting in the city.

i think that's a cardboard box.

this apartment is fully recyclable.
does it have any windows?

it comes with scissors.



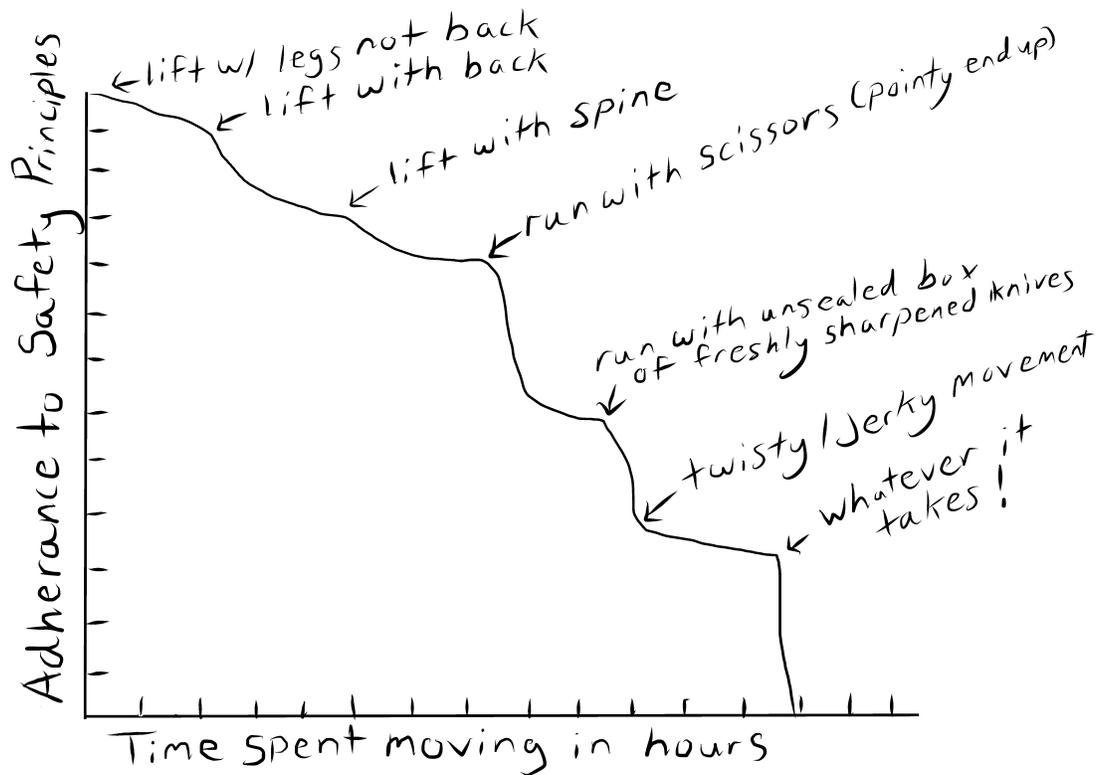
B. Mack

Miscellaneous	Cost to: Clean	Cost to: Repair	Cost to: Replace
Interior Door	10	28	95
Door Frame	10	22	33
Door Lock	N/A	18	28
Privacy / Passage Knob	N/A	N/A	13
Mini-Blind Wand	N/A	N/A	2
Window Pane	10	N/A	300-400
Window Screen	N/A	N/A	7
Indoor lock	N/A	N/A	6
Hole in Drywall— Small	N/A	27.50+	28.00+
Hole in Drywall- Medium	N/A	55.00+	55.00+
Hole in Drywall— Large	N/A	77.00+	83.00+
Smoke Detectors	N/A	N/A	25
Sprinkler Head	N/A	N/A	38
Light Switch or Outlet plug	N/A	N/A	5
Switch Plate or Outlet Cover	N/A	N/A	5
HVAC Filter	N/A	N/A	15
Trash Fines		25.00 per bag	
Removal of Furniture		25.00 per bag	
Missing Front Door Key		50	
Missing Mailbox Key		25	

Friendly Reminders

Remember to pay off any balance you may have on your account.

Complete a change of address form at the U.S. Post Office to change your address. We will not be able to forward your mail. For \$1 you can also change your address at www.usps.com.



SECURITY DEPOSIT REFUND

Peggy Jones Properties Inc. reserves the right to retain partial or all of the security deposit for damages to the apartment as per your Lease Agreement. If there are no damages found in the unit when our staff member inspects it, and there is no balance on your account, the original security deposit, if it applies, will be returned to the resident.

Please be aware that the security deposit is not for your outstanding balance. All balances must be paid in full before move out. The security deposit is for any damages discovered at move out.

Once the resident has completed the move out process. The security deposit and any refunds will be sent to the forwarding address. You **must** provide a forwarding address in writing. The resident should receive the security deposit or refund within 30 business days following the expiration of the Lease term.

If your security deposit is not enough to cover your damages and/or outstanding balance, we will mail you a statement of your deposit. We will indicate your balance due and it must be paid in full within 10 days. If we do not receive payment, the Resident and Guarantor will be turned over to a collection agency to recover the unpaid balance.

FAQS

1. How should I proceed if my roommates are coming back next year, or if I want to move out before my other roommates plan their move out?

You don't have to wait for everyone to move out at the same time. However, we will inspect the entire apartment for damages and cleaning. We will look at everything in your apartment, not just your bedroom.

2. My roommate damaged something in a common area. How can I make sure I am not charged?

If your roommate damaged something in the apartment, they need to notify the office in writing that they are responsible for the damages. If the person responsible does not notify the office in writing, each roommate will share an equal charge for the damage. It is your responsibility to talk with your roommates about them taking responsibility for the damage.

3. Can I move out early?

You may choose to move out any time before your Lease expires. We do not recommend waiting until the last minute. Moving out before the ending date of your Lease does not cancel/nullify/terminate or otherwise modify your Lease. You are still responsible for your contract in its entirety.

4. What if I never turned in my Unit Condition Form?

Unfortunately, we will not know if anything was damaged when you moved in. We stressed the importance of this when you moved in and according to your Lease, it was due back to us within a few days. Therefore, we will inspect your Apartment and you will be charged for any damages.

5. Can I mail in my keys to the office?

You may mail your keys into the office. However, do make sure it is through certified mail. In the past keys have gotten lost in the mail, and if we never receive your keys, you will be charged \$100 for lost keys.

6. How do I forward my mail?

Since USPS is responsible for the delivery of mail at your apartment, we do not have access to your mailbox. Once you turn in your keys, you will not have access to your mailbox. Please be sure to change your address at <http://moversguide.usps.com> to ensure that you continue to receive all of your mail.