

TENANT VACATING CHECKLIST

We understand that the last few weeks before you move are exceptionally busy ones; however, we do request that you attend to a number of small but important details:

- ★ **All utilities must remain on and in your name until the final day of your lease.**
- ★ Thermostat should remain on and never be set below 60 or above 75 degrees.
- ★ We must have your forwarding address.
- ★ All Keys must be returned

Please remember that a certain amount of cleaning is expected of you when you move out. It is our goal to refund 100% of your security deposit and by following the checklist below you will help us achieve that goal. If you need assistance with any of these items we have a list of professionals that we can refer.

Kitchen

- All exhaust fans and vent covers should be in working order and clean of dust and grease.
- Kitchen cabinets, shelves, and countertops must be washed inside and out.
- Refrigerator/freezer must be cleaned inside and out. They must also be carefully pulled out and all dust and dirt must be removed from the back, sides, floor, and walls surrounding the appliance.
- Leave Refrigerator/freezer running; do not disconnect or turn off.
- Dishwashers must be cleaned inside and outside, especially the inside lip of the door.
- All sinks and faucets must be wiped clean.
- Garbage disposals must be cleared and running freely.
- Kitchen walls and floors must be washed and free of stains, dust, dirt and grease.
- The grill/vent on the bottom front of the refrigerator must be cleaned.

Bathrooms

- All bathroom floors and walls must be cleaned with particular attention paid to the grout and caulking.
- All tubs, showers, sinks and commodes must be cleaned, disinfected and free of soap scum and cleanser residue.
- All medicine cabinets, vanities and drawers must be cleaned inside and outside.
- All mirrors and light fixtures should be wiped clean.

All Rooms

- If you made any alterations to the home, including painting, you must restore it to its original condition unless otherwise agreed to in writing.
- All non carpeted floors should be free of stains, dust and debris and should be mopped.
- All window, screens, and window sills/tracks must be washed.
- All window treatments such as curtain rods, shades and blinds that were provided must be cleaned and left in good working order.

- Sliding glass doors must be wiped and the door tracks cleaned.
- All walls, ceilings, and closet interiors must be free of smudges, grease and food stains.
- A light cleanser such as “Soft scrub” or “Magic Eraser” will remove black marks from walls.
- All woodwork, moldings, doors, baseboards and trim must be free of dust, dirt and debris.
- All electrical outlets and switch plate covers must be free of dirt and smudges.
- All light bulbs must be in working order and light fixtures/fans cleaned inside and out.
- All smoke detectors and carbon monoxide detectors must be in working order.
- Laundry and utility rooms must be free of dust, dirt and debris.
- Washing machine interior and exterior must be cleaned.
- Dryer exterior must be cleaned and the filter screen left free of lint.
- All carpeted areas must be professionally cleaned and a receipt provided.

Note: More than ten new holes in any wall will be considered beyond normal wear and tear. If you made larger holes, or molly bolt holes, it is considered beyond normal wear and tear and best to leave the repair to a professional. To bring the wall back to its original condition the minimum charge for any wall repair starts at \$75.

Grounds

- All trash, yard debris, and personal items must be removed from the property.
- If trash collection is not scheduled for the day you vacate, please make arrangements ahead of time to have the bulk items removed prior to that date.
- All flower and shrub beds must be clean and free of weeds, leaves and debris. Be advised, we do not consider leaves and debris as mulch.
- All grass must be cut and free of debris. All walkways, patios and porches must be swept and free of debris. All new oil stains must be removed from the garage and/or driveway. There are a number of products available to accomplish this. The garage must be swept clean. All animal waste must be removed. All holes in lawn must be filled with soil.

Keys

- All keys, garage door openers, parking placards, etc., must be left in an envelope in the kitchen drawers (unless otherwise noted).

Note: The Property Manager will inspect the property shortly after all keys are returned to our office. By returning the keys, you are relinquishing possession of the property. This signifies that cleanup is finished and Andrady Homes will proceed with turnover items. Rent is charged until all keys are returned.

Security Deposit

A final inspection will be conducted after you relinquish possession of the property. If damages are noted, we must receive estimates or invoices from vendors before your deposit can be returned minus the cost of damage.

As per Tennessee Residential Landlord Tenant Act, we have 30 days to send your security deposit accounting starting the day your lease expires, and/or you return your keys (whichever is later). Remember to provide us with your forwarding address.

Estimated Cost Sheet

Prior to your move-in, the property was professionally cleaned, and any carpet was professionally steam cleaned. Upon your move-out, the unit is expected to be in the same clean condition.

Upon move-out, the following items will be inspected and considered with respect to possible deductions from your security deposit. The prices shown are approximate costs. Final deductions will be based on the actual cleaning or repair costs incurred by the Owner/Agent from the respective contractor. Receipts will be provided.

1. Haul trash, debris, unclaimed items \$200.00 plus dump fee
2. Clean stove \$50.00
3. Clean Refrigerator \$50.00
4. Clean mini blinds \$10.00 ea
5. Clean uncarpeted floors \$25.00 per room
6. Clean bathroom(s) \$75.00-\$150.00
7. Vacuum carpet \$25.00+
8. Clean carpets \$90.00+
9. Clean all mirrors cabinets, drawers, and shelves \$25.00 per room
10. Washing walls \$25.00-\$50.00 For difficult stains, cooking oil, candle wax, etc. the cost is calculated by the hour
11. Replace missing or burned-out light bulbs \$25.00 ea
12. De-flea \$185.00 minimum
13. Replace dirty HVAC filters \$55.00 plus cost of filter
14. Remove pet waste from any area \$100.00 plus
15. Mow and trim lawn \$75.00 plus
16. Weed and mulch beds \$75.00 plus
17. Clear clogged drains (if hair/food is the cause) \$55.00 minimum
18. To deodorize entire house or unit \$200.00 minimum
19. Replace smoke detectors \$100 per fixture

There is a minimum service charge of \$55.00 per hour

Painting:

Interior paint is expected to last five years. If the property was freshly painted when you moved in, and the paint is needed again on your move-out, you will be charged:

100% if occupancy was 18 months or less

75% if occupancy was 19-30 months

50% if occupancy was 31-48 months

25% if occupancy was 49-60 months

If the property was not freshly painted at your occupancy, you will be charged the pro-rated amount from the date of the last painting.

Furniture:

If unit was furnished, all furniture must be returned in a condition similar to how it was provided. It must be clean, free to debris, and in full operational order.

Furniture left behind will be removed with costs deducted from deposit. Minimum charge- \$200 plus dump fee.

If old tenants are leaving behind furniture for new tenants (sold or free), then a contract must be made WITH PICTURES signed and approved by both old tenants, new tenants and Landlord. Failure to do so could result in deposit deductions and furniture being removed/trashed/sold.

Carpeting:

Cleaning: As per Tennessee Residential Landlord Tenant law, the Owner/Agent may deduct the cost of carpet cleaning from your deposit if it does not appear to be professionally cleaned. If you hired a professional carpet cleaning service before delivering possession back to the Owner/Agent you must provide a receipt from the company. Owner/Agent reserves the right to re-clean if deemed necessary.

Replacement:-Carpet is expected to last 10 years. If the carpeting was new when you moved in, and it needs to be replaced at your move-out, you will be charged:

100% if occupancy is less than 60 months

75% if occupancy is 61-96 months

50% if occupancy is 97-120 months

If carpeting was not new upon occupancy, the pro-rated amount from the date of carpet installation will be charged.

If carpet is damaged by a pet, and we are able to remove the stains and odor from the carpet, pad and sub-floor, the actual cost of the process will be charged to your security deposit. If the carpet is torn, shredded, or if stains and odor cannot be removed, the full replacement cost of the carpet will be charged, regardless of when the carpet was installed.

Thank you for your cooperation,

Andrady Homes