

Move Out Instructions & Procedures

Dear Tenants,

This packet has information for you to vacate the home you are now renting. You must notify us of your move-out date at least 30 days or, whatever your lease states in advance as required by your lease. Leases start on the 1st of the month. Therefore, your 30 day notice must start on the 1st of the month and will end at the end of the month. (Example: If you give notice on the 15th of March then the notice will be started as of April 1st.) When you give the notice the property will be listed for rent a sign will be placed in the yard, it will be shown to prospective tenants with a 24 hour notice.

SECURITY DEPOSIT: In order to prevent any misunderstanding a security deposit can NEVER be used as the last month's rent. Regarding your refund, move out instructions and procedures are enclosed. You will need to provide us with a forwarding address in writing or email. Your refund of the Security Deposit will be sent within 45 days.

EARLY VACATE & RE-RENTING: If you leave before the date you submitted to us, please notify us, turn in your keys, and we will be able to perform the walk-through inspection. If we are able to re-rent your unit within your time of obligation, you will get the rent for the overlapping period refunded to you. Please refer to the early move-out according to your lease.

KEYS: All keys to the property need to be returned to us. We will not consider the property vacant until our office has received your keys. You are responsible for the rent through the end of your 30-day notice, unless the unit is re-rented. Garage door openers should be left in a kitchen drawer. There is a \$40 fee if no keys are returned and a \$75 fee if garage door openers are not left at the property.

MOVE OUT INSPECTION: It is not necessary for you to be present during your move-out inspection. The inspection will be performed after you vacate the property and return the keys to our office.

STAY WITH US: If you are still deciding where to live go to propertymanagementplusllc.com. If you are a tenant in good standing we will waive application fees and give you access to your new home a week early so you have more time to move.

THANKS & GOOD LUCK WITH YOUR MOVE!

Property Management Plus, LLC
Property Manager



PO Box 2161 | Front Royal, VA 22630 | (540) 635-9011

Property Management Plus, LLC adheres to all Federal Fair Housing requirements. We do not discriminate against anyone on the basis of race, color, religion, sex, handicap, family status, and national origin. We are committed to equal housing opportunity.

To-Do Checklist for Tenants

1. _____ All keys are to be returned to the office for the property to be considered vacant
2. _____ Leave garage door openers in a kitchen drawer
3. _____ All hard floors swept and washed including under moveable appliances
4. _____ Clean all doors and knobs inside and out light switches.
5. _____ Entry area and patio need to be cleaned and free of debris
6. _____ All walls & ceilings dusted down & all dirt, smudges, & grease washed off.
7. _____ Wash down all baseboards, woodwork, and windowsills.
8. _____ Clean all light fixtures, ceiling fans, and vent covers.
9. _____ Thoroughly clean all bathroom fixtures -toilet (s), bathtub (s), showers, sinks, and cabinets.
10. _____ Appliances cleaned inside and out removing all dirt & grease also including kitchen sink & fixtures
11. _____ Remove lower drawer on stove and clean underneath if possible
12. _____ Cabinets, drawers, countertops, and cupboards: clean all inside and outside surfaces
13. _____ Clean behind & between stove and refrigerator area.
14. _____ ALL Bathroom surfaces including toilet, tub, shower, sink, mirror, countertops, fixtures and more
15. _____ Storage areas and garage cleaned and swept out
16. _____ Sweep & wash hallway floors and dust hallway walls.
17. _____ Vacuum carpets, they should be professionally cleaned after you move out
(When you have them professionally cleaned you must provide a receipt when you turn in your keys)
18. _____ Clean closets, shelves, & rods wiped down.
19. _____ Clean all windows, dust blinds, screens, and return them to their proper place.
20. _____ Remove all items from attic, crawlspace, basement, yard, shed, etc.
21. _____ Lawn, garage, outbuildings, to be free of all trash, rubbish, cigarette butts, and personal property
22. _____ Lawn trimmed and cut properly, including removal of leaves.
23. _____ All trash and garbage to be removed from property. DO NOT PILE up garbage at the curb.
24. _____ Remove all garbage from property before your inspection.
25. _____ Do not remove phone jacks, picture hooks, or curtain rods and brackets.
26. _____ Repair or replace any broken door stops.
27. _____ LIGHT BULBS -ALL light fixtures are to have working light bulbs in ALL bulb sockets.
28. _____ Smoke alarm(s) will be in working order with good battery.
29. _____ Remove any satellite dishes and seal all holes caused by the installation

Any repainting, repairs cleaning, trash removal, and any other expenses associated with returning the condition of your home to your move-in condition can be deducted from your security deposit. Your security deposit will be mailed to the forwarding address you provide within 45 days after your Move-out inspection has been completed. Attached is a list of fees and charges for your information.

We only expect you to return your home in the same condition as when you moved in. If you have any questions, please call us.

GOODLUCK with your move!



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Fees If Not Completed By Tenants

- AIR FILTER – dirty or missing air filter \$5.00 each
- ANTENNAE – roof antennae unauthorized, removal and sealing roof \$75.00 each
- AUTOMOBILE, vehicle, trailer left on premises – removal charge \$200.00 each
- CARPET – Replacement \$25.00 yd. (9 sq ft)
- CARPET CLEANING \$65 per carpeted room, \$80 min. \$10 per stain, Odor \$50 & up
- CEILING FAN – replacement \$140.00
- CLEANING – if needed before ready to rent to new Tenant. \$35.00 per hour, \$49 min.
- COVER PLATES - electric switch and receptacle cover plates \$6.00 each
- DOOR – Exterior / Interior \$150.00 & up / \$95.00
- DOOR STOP – Replacement or repair \$10.00 each
- DOOR KNOBS – interior \$15.00 each
- ELECTRIC OUTLETS – replacement \$35.00 each
- FLOOR TILE – vinyl 12” x 12” \$2.00 each tile + labor
- KEYS – not turned in \$40.00
- LAWN SERVICE – Lawn needs cut and trimmed \$50 and up
- LIGHT BULBS – Burned out, missing. \$6.00 each bulb
- LIGHT FIXTURES \$25.00 & up
- LOCK – deadbolt lockset or knob lockset \$35.00 each
- MINI BLINDS – damaged or missing \$35.00 each
- NAIL HOLES larger than 1/8” \$15.00 each
- NAIL HOLES larger than 1” \$35.00 each
- PAINTING – interior \$39.00 hr + material (if you repainted with an unapproved color or damaged the walls.)
- RANGE – replacement \$400.00 & up
- REFRIGERATOR – replacement \$475.00 & up
- REPAIRS by licensed trades, electrician, plumbers, roofers, etc. as charged to Landlord
- REPAIRS by non-licensed trades \$39.00 hr + material
- SATELITE DISH – remove and seal \$80.00
- SHOWER HEAD \$25.00 each
- SMOKE ALARMS – replacement \$45.00 each; batteries \$6.00 each
- STORM DOOR – pneumatic closure \$20.00
- STORM DOOR – replacement \$80.00 & up
- STORM DOOR – stop chain \$10.00
- THERMOSTAT – replacement \$80.00
- TOWEL BARS \$25.00 each
- TRASH – debris removal interior or exterior \$200 each load
- WINDOW GLASS – Cracked or Broken Glass \$45.00 and up
- WINDOW REPLACEMENT \$50.00 and up
- WINDOW SCREENS \$35.00 each

DEDUCTIONS are made from the security deposits only for just causes. Such charges include, but are not limited to, any replacement of damaged or missing fixtures, appliance parts or other items furnished to Tenants. Labor charges include installation, cleaning, patching, sanding, etc., including the cost of cleansers. If you do not clean or repair the damaged or soiled items prior to moving out, charges will be deducted from your security deposit based on the above schedule. Items not on the list will be charged on a “cost plus labor” basis. We only expect you to return your home in the same condition as when you moved in.

If you have any questions, please call. GOOD LUCK with your move!

Thank You,
Property Management Plus, LLC



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