

## B. Munchen and Blankenbaker Properties

**This packet is an easy way to keep track of important dates and help your moving process. Things to remember as you complete your move...**

We typically start the showing process to re-rent your property 3-4 weeks before your “possession of property” ends. The property should be clean and able to show. **The final day agreed upon between you and B. Munchen will be the last day you have possession of the property.**

There are several things that will need to happen PRIOR to this date:

- Utilities:** You will need to schedule utilities to stay in your name THROUGH the last day of possession, regardless of occupancy. **DO NOT have gas/electric/water service turned off.** Changing utilities before the end of possession will add additional charges and can affect references.
- Cleaning:** All cleaning and repairs must be completed PRIOR to the end of possession. If cleaning or repairs are needed after this date, additional rent will be billed per day. Please remember that outside clean up and animal waste removal is included in this.
- Professional carpet cleaning:** You may hire a licensed professional to clean carpets for you. If you hire a company to clean your carpets **remember to please provide a receipt** to B. Munchen so you are not charged from your deposit.
- Forwarding Address:** Please provide us with your new address so we can send correspondence and any deposit refunds. Have your mail forwarded and address changed through the Post Office.
- Keys:** Please return ALL KEYS, INCLUDING MAILBOX KEYS and GARAGE DOOR OPENERS to B. Munchen when **COMPLETELY** done and property is completely empty. If keys are not returned, you will be charged the fee to re-key the unit. Garage door controls, and mail box keys must be turned in with house keys. If not turned in, each is subject to a \$50 replacement fee.
- Security Deposits:** All repairs or maintenance items that are necessary to return the premises to the identical condition as in the pre-occupancy inspection are the responsibility of the Tenant. The cost of these repairs and maintenance items will be deducted from the Security Deposit or charged to you afterwards (see the attached charge list). We will seek collection for any remaining balance. **Security deposits less any charges will be itemized and returned to you within 45 days after possession ends.**

# Cleaning Checklist:

## Kitchen:

Refrigerator:

- Clean inside of refrigerator and door with warm water and baking soda.
- Clean shelves and drawers with warm water and dry. Clean under lower drawers.
- Wash and dry outside of refrigerator and vacuum lower grills. **DO NOT TURN OFF!**

Stove/Range:

- Remove racks and broiler pan, soak in hot water and clean/dry well.
- Clean inside of oven, top of stove, knobs, under elements, glass and drawer.
- Wash and dry outside of stove.

Cabinets and Drawers:

- Clean cupboards inside and out.
- Wipe out drawers with damp rag.
- Clean sink, baskets and counter tops well.
- Make sure garbage disposal is empty and clean.

Misc in Kitchen:

- Scrub kitchen floor, including baseboards.

## Living Room / Dining Room:

- Clean light fixtures, ceiling fans and switch plates.
- Vacuum carpet, and clean baseboards.
- Clean drapes/blinds and wipe down rods, if applicable.

## Bedrooms:

- Clean light fixtures, ceiling fans and switch plates.
- Vacuum carpet, and clean baseboards.
- Wipe down closet shelves.

## Bathrooms:

- Clean bathtub and enclosure/tile around tub. Clean glass doors and tracks. If a shower curtain was provided at move in, please provide a new shower liner.
- Clean sink and fixtures.
- Clean inside and outside of toilet.
- Clean floor, baseboards, and behind toilet.
- Clean mirror.

- Clean vanity inside and out, to include drawers.

- Clean lights and switch plates.

## Entire Property / Garage / Yard:

- Sweep down cob webs on walls, ceiling
- Clean windows
- Dust blinds, screens and clean sills and tracks.
- Clean tracks of sliding doors.
- Wash **ALL** doors, especially around knobs.
- Sweep garage and sweep down cob webs. Clean windows and doors.
- Mow and trim yard. Sweep walkways and porch/deck areas.
- Haul away **ALL** trash.
- Replace any screens damaged or lost during tenancy.
- Clean all exterior light globes.
- Dust baseboards.

# Move-Out Charges

This is a list of the most common charges encountered when tenants move out and leave the premises in need of repair. Please note that these charges are estimates, actual charges may vary. Normal wear and tear and the remaining life of the item in need of repair have been considered.

<input type="checkbox"/>	Clean refrigerator	\$ 30.00
<input type="checkbox"/>	Clean stove, oven, drawer	\$ 50.00
<input type="checkbox"/>	Clean microwave	\$ 30.00
<input type="checkbox"/>	Clean stove hood	\$ 20.00
<input type="checkbox"/>	Clean kitchen cabinets inside and out	\$ 40.00
<input type="checkbox"/>	Clean Kitchen floor (under stove/fridge)	\$ 20.00
<input type="checkbox"/>	Replace kitchen faucet	\$ 125.00
<input type="checkbox"/>	Replace garbage disposal	\$ 125.00
<input type="checkbox"/>		
<input type="checkbox"/>	Clean tub/shower and surrounding area	\$ 30.00
<input type="checkbox"/>	Clean toilet and sink	\$ 30.00
<input type="checkbox"/>	Clean bathroom cabinets and floor	\$ 30.00
<input type="checkbox"/>	Replace bathroom faucet	\$ 75.00
<input type="checkbox"/>	Replace shower head	\$ 30.00
<input type="checkbox"/>	Replace toilet	\$ 175.00
<input type="checkbox"/>		
<input type="checkbox"/>	Vacuum/mop throughout dwelling	\$ 50.00
<input type="checkbox"/>	Replace double window pane	\$ 250.00
<input type="checkbox"/>	Replace Venetian blinds	\$ 50.00
<input type="checkbox"/>	Replace window shade	\$ 50.00
<input type="checkbox"/>	Replace drapery	\$ 70.00
<input type="checkbox"/>	Rescreen window screen	\$ 40.00
<input type="checkbox"/>	Replace window screen	\$ 70.00
<input type="checkbox"/>	Remove carpet stains	\$ 100.00
<input type="checkbox"/>	Deodorize carpet	\$ 100.00
<input type="checkbox"/>	Repair carpet (per spot)	\$ 100.00
<input type="checkbox"/>	Repair hardwood flooring	\$ 200.00
<input type="checkbox"/>	Refinish hardwood flooring (room)	\$ 300.00
<input type="checkbox"/>	Repair linoleum	\$ 75.00
<input type="checkbox"/>	Replace kitchen linoleum	\$ 600.00
<input type="checkbox"/>	Replace bathroom linoleum	\$ 250.00
<input type="checkbox"/>	Repair floor tile	\$ 75.00
<input type="checkbox"/>	Replace kitchen floor tile	\$ 700.00
<input type="checkbox"/>	Replace bathroom floor tile	\$ 300.00
<input type="checkbox"/>	Replace light fixture	\$ 60.00

<input type="checkbox"/>	Replace electrical outlet/switch	\$ 20.00
<input type="checkbox"/>	Replace electrical cover plate	\$ 5.00
<input type="checkbox"/>	Replace cylindrical door lock	\$ 60.00
<input type="checkbox"/>	Replace deadbolt lock	\$ 60.00
<input type="checkbox"/>	Repair hole in wall	\$ 80.00
<input type="checkbox"/>	Repaint (per wall /ceiling)	\$ 75.00
<input type="checkbox"/>	Replace laminate countertop	\$ 400.00
<input type="checkbox"/>	Repair hole in hollow core door	\$ 100.00
<input type="checkbox"/>	Repair forced door damage	\$ 100.00
<input type="checkbox"/>	Replace door (inside)	\$ 175.00
<input type="checkbox"/>	Replace door (outside)	\$ 275.00
<input type="checkbox"/>	Replace sliding glass door (double pane)	\$ 900.00
<input type="checkbox"/>	Rescreen sliding door screen	\$ 100.00
<input type="checkbox"/>	Replace mirror	\$ 150.00
<input type="checkbox"/>	Replace towel bar	\$ 35.00
<input type="checkbox"/>	Replace shower curtain rod	\$ 35.00
<input type="checkbox"/>	Replace shower / tub enclosure	\$1200.00
<input type="checkbox"/>	Replace garage door remote	\$ 50.00
<input type="checkbox"/>	Replace thermostat	\$ 75.00
<input type="checkbox"/>	Replace interior door knob	\$ 30.00
<input type="checkbox"/>	Remove junk and debris	\$ 100.00
<input type="checkbox"/>	Clean greasy parking space	\$ 75.00
<input type="checkbox"/>	Average whole unit cleaning	\$ 400.00
<input type="checkbox"/>	Average whole unit carpet clean	\$ 200.00
<input type="checkbox"/>	Average whole unit window/blind cleaning	\$ 300.00
<input type="checkbox"/>	Average yard/lot/animal clean up	\$ 175.00