

Assured Management, Inc.

Move Out Planning Checklist



We understand that your last few weeks of residence will be exceptionally busy ones. However taking the time to complete the items in this checklist will reduce or eliminate charges to your security deposit.

This checklist must be completed prior to your Property Review. (The Property Review is an optional service we offer, see your Tenant Manual for details)

Activity	Possible Cost	Completion Date
Forwarding address and new phone numbers (if applicable) given to Assured Management Inc (AMI)	No charge	
Go to your tenant portal and cancel auto rent payment	Monthly rent amount	
Call Xcel Energy Co. 800-895-4999 to ask them to read your meter for final billing on the first day of the month after you've moved out. Please do not shut off heat source during cold winter months.	Cost of utilities (and/or frozen pipes if applicable) plus \$10 Fee due to AMI for Utility Coordination Fee	
Set up a time (after all your belongings have been removed, but before the last day of the month) to have the carpets professionally steam cleaned. We recommend you use Professional Carpet Systems (PCS) 303-403-1900 or another reputable truck mounted steam cleaning company. Please be sure that whoever you hire to professionally steam clean the carpets does a good, professional job and that you leave a copy of the paid receipt on the counter. If no receipt is left on the counter, the carpeting is still dirty and/or there is evidence of excessive use of optical brighteners we may be forced to have the carpets cleaned a second time and charge your security deposit.	\$150 minimum fee to \$700 or actual amount due to vendor depending on size of carpet to be cleaned & the amount of soil. <u>Remember to leave your paid carpet cleaning receipt in the property on the counter after move out.</u>	
Make arrangements with a moving company or reserve a truck. It is a good idea for your move out date to be a few days before the last day of the month to give you time for a Property Review and to correct any potential charges to your security deposit. Remember, your lease agreement terminates at 12:00 noon on the final day of your tenancy.	If you do not return the keys to AMI before <u>noon</u> on the last day of the month you will be charged 2 times the daily rental rate	
Do not call the water/sewer company, AMI will pro-rate the final charges and charge your security deposit for your portion. IF you have set up automated payment withdrawal with the water/sewer company then please call them to cancel it.	No charge	

<p>Fix or replace anything you break or lose. If you don't really know how to do a repair and try to do it yourself, we may have to charge your security deposit to have it repaired properly. Remember per the lease you are responsible for returning the property to the condition it was in prior to your move in, you must notify AMI if anything is removed, left undone or unattached. Your Move In Condition report can be found in your on line document folder.</p>	<p>\$45 - \$65 per hour plus materials for damage repairs</p>	
<p>If you used anything larger than standard (small) picture hanging nails or if you used an excessive number of nails, you will be charged to repair large nail holes and repaint the wall. If you repair the holes yourself, you need to paint the repair to match the rest of the wall. Don't "spot paint", paint the entire wall.</p>	<p>\$45 - \$65 per hour plus materials for damage repairs</p>	
<p>Cancel your telephone service, trash removal, cable TV, newspaper delivery, milk delivery, etc.</p>	<p>\$10 Fee due to AMI for Utility Coordination Fee</p>	
<p>Arrange to have the lawn re-seeded, watered, mowed, leaves raked, remove weeds and all yard debris/clippings. Remember to clean up after your pet(s). Remove snow and ice from all sidewalks, driveways, balconies, patios and decks where not contracted to do by others.</p>	<p>\$50 - \$300 or actual amount charged by vendor</p>	
<p>If your vehicle has leaked oil in the garage or driveway the oil stain must be removed. There are a number of products available that will accomplish this.</p>	<p>\$50 - \$300 or actual amount charged by vendor</p>	
<p>Arrange to thoroughly clean, deodorize and paint If you have allowed smoking in the rental home.</p>	<p>\$250 minimum - total cost of interior repainting, cleaning and/or deodorization</p>	
<p>Remove any excess cables, wires, satellite dish and/or equipment. Repair any damage caused by the installation.</p>	<p>\$50 - \$100 or actual amount charged by vendor</p>	
<p>Do not leave firewood, flower pots, phone books, shower curtains, toilet brushes, cleaning supplies, or hangers. Take all of these items with you or dispose of them. Only leave items in the property that were there when you moved in.</p>	<p>\$75 minimum for trash/furniture removal. Actual cost will depend on time required to load and haul off the items plus the number of loads required.</p>	
<p>Do not turn off the refrigerator</p>	<p>Minimum \$12.60 to plug in refrigerator and check operation or cost to replace refrigerator</p>	
<p>If you have made alterations to the home, including painting, you must restore it to its original condition unless you have written permission from AMI.</p>	<p>\$45 - \$65 per hour plus materials</p>	
<p>Replace missing, mismatched (in same fixture) or burnt out light bulbs. There will be an additional cost for decorative, florescent, flood or halogen bulbs</p>	<p>\$20 minimum charge for first bulb plus \$9.50 per each additional bulb</p>	

Replace missing or damaged door stops	\$20 minimum charge to replace first missing or damaged door stop plus \$10-\$15 for each additional	
Leave complex parking tags, pool permits or keys or tags, mail box keys, garage door opener remote control(s) and any other remote control(s) on the kitchen counter.	\$50 - \$100	
Change the furnace filter	\$20 minimum charge or actual cost of replacement	
Schedule time to thoroughly clean rental home. If you hire a cleaning person, make sure they use this checklist. We recommend you use a reputable cleaning company and double check their work.	\$120 minimum charge - \$35 to \$50 per hour general cleaning	
<p>The list below is intended as a guideline, all areas of the home, yard, garage, storage (if applicable) should be left in clean and undamaged condition.</p> <p>Bedrooms, Hallways, Stairways, Living Rm/Family Rm/Dining Rm/Study</p> <ol style="list-style-type: none"> 1. Vacuum thoroughly including closets. 2. Carpets professionally steam cleaned 3. Sweep and mop floors. All non-carpeted floors should be free of stains, dust and debris and should be washed and waxed where appropriate. 4. Remove cobwebs from ceilings and light fixtures. 5. Wash windows and patio doors inside and out. Clean frames, sills, tracks and seals. 6. Clean vertical and mini blinds. 7. Wipe down top and front of furnace, hot water heater and air conditioning unit. 8. All fireplaces (including hearth) must be broom swept and free of ashes, wood debris. 9. Wipe down all switch plates with a damp (not wet) cloth. 10. Clean all baseboards and heat vents. 11. Wash doors inside and out. 12. Wash down closet doors surface and trims. 13. Vacuum closet guide, tracks and shelves. 14. Sweep balcony, patio and garage and unfinished rooms/basement floors. 		

Kitchen

1. Wash all counter tops, drawers and cupboards fronts and ends.
2. Vacuum and clean inside of all cupboards, drawers and pantry.
3. Clean oven, oven racks and stove drawer.
4. Clean underneath the stove.
5. Clean top and underside of stove hood. Clean fan filter.
6. Wash inside of dishwasher (especially the door edge and the bottom).
7. Defrost and wash inside of freezer and refrigerator (Don't use sharp object to remove ice).
8. Wipe down the outside, clean underneath and behind all appliances removing all dust and dirt from back, sides, floor and walls surrounding the appliance. Leave refrigerators and freezers running; do not disconnect or turn them off.
9. Wipe all food and grease from walls.
10. Clean sink and fixtures, paying special attention to rims and seams of sink.
11. Wash all light fixtures and/or panels.
12. Clean and mop floor.
13. Clean all baseboards and heat vents.

Replace heavily soiled stove drip pans as it is cheaper to replace them then pay to have them cleaned

\$50-\$75

Bathrooms

1. Wash down tub/shower walls with a non-abrasive cleaner.
2. Clean tub, shower and sink.
3. Clean all fixtures and towel bars.
4. Clean inside and out of toilet.
5. Clean mirrors and inside of vanity/medicine cabinet.
6. Wipe down inside and outside of cabinets.
7. Clean and mop floor, clean all baseboards and heat vents.

Vendor Coordination Fee payable to AMI for coordination of vendors to do any or all of the items on this list that have not been completed by noon on the last day of the month

\$50 to \$200