

Assured Management, Inc.

Move Out Planning Checklist



We understand that your last few weeks of residence will be exceptionally busy ones. However, please carefully follow this Move Out Planning Checklist and/or contact us with questions. We do not want to hire professional vendor(s) to complete work you left undone. The vendors prices have gone up substantially in the last few years due to many factors – materials, insurance, work force – by completing all items on this Checklist you will avoid costly charges to the security deposit.

Activity	Possible Cost	Completion Date
Forwarding address given to Assured Management Inc (AMI)	N/A	
Go to your tenant portal and cancel auto rent payment	N/A	
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.	\$100+ depending on cost to replace	
Turn in entry keys to the office by noon on the last day of the month.	Holdover fee per lease agreement.	
Do not call the water/sewer company, AMI will pro-rate the final charges and charge your security deposit for your portion.	N/A	
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.	
Cancel future deliveries to the property. After you move AMI cannot be responsible for getting future deliveries to you once you have moved.	N/A	
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.	Varied depending on carpet conditiona and size of home.	

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 as noted on the Move In Condition Report.	\$45 - \$65 per hour plus materials for damage repairs	
Walls: Remove all nails/screws. 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. Don't "spot patch" unless you plan on painting the entire wall.	\$45 - \$65 per hour plus materials for damage repairs	
Exterior driveway/walks: Remove snow and ice from all sidewalks, driveways, balconies, patios and decks where not contracted to do by others.	\$75+ depending on actual amount charged by vendor	
Yard: Make to complete a final mowing or yard clean up prior to moving. Remember to clean up after your pet(s).	\$75+ depending on actual amount charged by vendor	
Trash Totes (unless included in the rent): Make arrangements for your trash totes to be removed by the last day of the month. If they remain at the property we will have to have them hauled off.	Haul off and disposal fee.	
Do not leave personal belongings in the home. Only leave items in the property that were there at move in. We will have to charge to have extra items hauled off. These can include: firewood, flower pots, shower curtains, toilet brushes, cleaning supplies, hanger, etc.	Actual cost will depend on time required to load and haul off the items plus the number of loads required.	
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.	\$50 - \$300 or actual amount charged by vendor	
Remove any excess cables, wires, satellite dish and/or equipment. Repair any damage caused by the installation.	Vendor hourly charge	
Do not turn off the refrigerator	Minimum \$12.60 to plug in refrigerator and check operation or cost to replace refrigerator	
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.	Unknown, depends on scope of work needed	
Replace missing, mismatched (in same fixture) or burnt out light bulbs. There will be an additional cost for decorative, florescent, flood or halogen bulbs	Vendor hourly charge plus the cost of bulbs	
Replace missing or damaged door stops	Vendor hourly charge plus cost of door stops	

Change the furnace filter	Vendor hourly charge plus cost of filter	
Schedule time to thoroughly clean rental home. If you hire a cleaning person, have them use the following checklist. We recommend you use a reputable cleaning company and double check their work.	\$150 minimum charge. \$55-\$75 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 cabinet fronts and ends.
2. Clean inside of all cabinets, 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. Clean inside of freezer and refrigerator.
8. Appliances: Clean the outside/inside, 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