

Bennett-Shellenberger Realty ***Move out checklist***

We are using this form to acknowledge the notice you sent us recently regarding moving from your home. We hate to see you move and as always, appreciate your business. Please use this checklist to make sure the home is clean and in the proper condition so we can quickly conduct an inspection and authorize the release of your security deposit.

Your Property Manager will conduct an inspection using the original inspection report that was signed by both parties when you moved in. We expect the premises to be in identical condition. The Property Manager will have the final responsibility for determining "normal wear and tear". It does not include abuse or neglect.

Any repairs or maintenance items that are necessary so that the premises are in 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 (see the included schedule of potential move out charges).

When you signed the lease, you agreed to see on the day vacated:

- All rent is paid in full or a satisfactory settlement made with BSR for any balance due.
- The entire property is clean and all trash removed.
- Tile, vinyl and hardwood floors are clean and waxed.
- Carpets are professionally cleaned. (Receipt required from an acceptable company).
- All nails or other holes in the walls are filled or repaired properly.
- Outside hoses are disconnected and stored.
- All window wells clean and clear of trash, weeds and debris
- Fireplace is face free of soot and the firebox vacuumed. All tools received with home must be present.
- All drapes and curtain rods or mini blinds should be firmly fastened. All drapes, blinds and curtains in good repair and properly hung and cleaned.
- Leave refrigerator, stove, oven and microwave clean, defrosted and **plugged in**, running at normal settings.
- All personal property, including furniture, motor vehicles and all other items not on the property when you moved in are removed from the home and surrounding property. *Anything left behind shall be regarded as abandoned may be destroyed, hauled away or otherwise disposed of at **YOUR** expense.*
- Get a final reading on your utilities, telephone and cable as of the last day on the lease & returned to Landlord for future payments. You will be responsible for reconnection fees if service is interrupted when you move.
- Make your final trash pick-up arrangements. *Do not leave un-bagged trash for pickup.*
- Clean windows, window tracks and any door windows.
- All doors and windows are properly locked or fastened.
- ALL keys and garage door remotes MUST BE returned to your manager on the last day.**



Bennett-Shellenberger Realty, Inc.

559 E. Pikes Peak suite 203
Colorado Springs, CO 80903
719-471-1703

www.bsrsince1890.com

Bennett
Shellenberger
Realty, Inc. Since 1890

Move-Out Charges

Here is what we charge for most of the things we have to do when Tenants move out and leave the premises in need of something or other. Please note that these charges are averages; sometimes the actual charges are higher, sometimes lower. But most of the time they are correct. We make allowances for normal wear & tear, and prorate for the length of time something has been in use.

Remember, you must have the carpet professionally cleaned when you move out and must provide us a receipt or you will be charged for this service.

Cleaning			Plumbing		
<input type="checkbox"/>	Clean refrigerator	\$ 20.00	<input type="checkbox"/>	Replace kitchen faucet	\$ 50.00
<input type="checkbox"/>	Clean stove top	\$ 10.00	<input type="checkbox"/>	Replace bathroom faucet	\$ 45.00
<input type="checkbox"/>	Clean oven	\$ 20.00	<input type="checkbox"/>	Replace faucet handle	\$ 7.50
<input type="checkbox"/>	Clean stove hood	\$ 10.00	<input type="checkbox"/>	Replace faucet aerator	\$ 3.50
<input type="checkbox"/>	Clean kitchen cabinets	\$ 20.00	<input type="checkbox"/>	Replace shower head	\$ 12.00
<input type="checkbox"/>	Clean Kitchen floor	\$ 20.00	<input type="checkbox"/>	Replace toilet tank lid	\$ 15.00
<input type="checkbox"/>	Clean tub/shower and surrounding area	\$ 20.00	<input type="checkbox"/>	Replace toilet	\$ 130.00
<input type="checkbox"/>	Clean toilet and sink	\$ 10.00	<input type="checkbox"/>	Replace garbage disposal	\$ 80.00
<input type="checkbox"/>	Clean bathroom cabinets and floor	\$ 20.00			
<input type="checkbox"/>	Vacuum throughout dwelling	\$ 20.00	Windows and window coverings		
<input type="checkbox"/>	Clean greasy parking space	\$ 20.00	<input type="checkbox"/>	Replace single window pane	\$ 100.00
<input type="checkbox"/>	Carpet steam clean	\$ 200.00	<input type="checkbox"/>	Replace double window pane	\$ 200.00
<input type="checkbox"/>	Clean fireplace	\$ 20.00	<input type="checkbox"/>	Replace Venetian blinds	\$ 30.00
<input type="checkbox"/>	Replace burner drip pans	\$ 12.00	<input type="checkbox"/>	Replace window shade	\$ 15.00
			<input type="checkbox"/>	Replace drapery (sill length)	\$ 75.00
			<input type="checkbox"/>	Replace drapery (floor length)	\$ 150.00
			<input type="checkbox"/>	Rescreen window screen	\$ 20.00
			<input type="checkbox"/>	Replace window screen	\$ 30.00
Flooring			Electrical		
<input type="checkbox"/>	Remove carpet stains	\$ 80.00	<input type="checkbox"/>	Replace light bulb	\$ 2.00
<input type="checkbox"/>	Deodorize carpet	\$ 85.00	<input type="checkbox"/>	Replace light fixture globe	\$ 12.00
<input type="checkbox"/>	Repair carpet	\$ 75.00	<input type="checkbox"/>	Replace light fixture	\$ 30.00
<input type="checkbox"/>	Repair hardwood flooring	\$ 90.00	<input type="checkbox"/>	Replace electrical outlet/switch	\$ 15.00
<input type="checkbox"/>	Refinish hardwood flooring (room)	\$ 300.00	<input type="checkbox"/>	Replace electrical cover plate	\$ 2.00
<input type="checkbox"/>	Repair linoleum	\$ 45.00			
<input type="checkbox"/>	Replace kitchen linoleum	\$ 375.00	Locks		
<input type="checkbox"/>	Replace bathroom linoleum	\$ 225.00	<input type="checkbox"/>	Replace door key	\$ 3.00
<input type="checkbox"/>	Repair floor tile	\$ 30.00	<input type="checkbox"/>	Replace cylindrical doorlock	\$ 25.00
<input type="checkbox"/>	Replace kitchen floor tile	\$ 250.00	<input type="checkbox"/>	Replace deadbolt lock	\$ 25.00
<input type="checkbox"/>	Replace bathroom floor tile	\$ 150.00			
Walls			Miscellaneous		
<input type="checkbox"/>	Remove mildew and treat surface	\$ 12.00	<input type="checkbox"/>	Replace refrigerator shelf	\$ 35.00
<input type="checkbox"/>	Cover crayon marks	\$ 12.00	<input type="checkbox"/>	Replace stove / oven knob	\$ 20.00
<input type="checkbox"/>	Repair hole in wall	\$ 45.00	<input type="checkbox"/>	Repair ceramic tile	\$ 40.00
<input type="checkbox"/>	Remove wallpaper	\$ 135.00	<input type="checkbox"/>	Replace ceramic tile countertop	\$ 450.00
<input type="checkbox"/>	Repaint (per wall /ceiling)	\$ 35.00	<input type="checkbox"/>	Repair laminate countertop	\$ 75.00
<input type="checkbox"/>	Repair nail holes	\$ 20.00	<input type="checkbox"/>	Replace laminate countertop	\$ 300.00
Doors			<input type="checkbox"/>	Replace mirror	\$ 75.00
<input type="checkbox"/>	Repair hole in hollow core door	\$ 45.00	<input type="checkbox"/>	Replace medicine cabinet	\$ 75.00
<input type="checkbox"/>	Repair forced door damage	\$ 65.00	<input type="checkbox"/>	Replace towel bar	\$ 15.00
<input type="checkbox"/>	Replace door (inside)	\$ 125.00	<input type="checkbox"/>	Replace shower curtain rod	\$ 15.00
<input type="checkbox"/>	Replace door (outside)	\$ 225.00	<input type="checkbox"/>	Replace shower / tub enclosure	\$ 300.00
<input type="checkbox"/>	Replace sliding glass door (single)	\$ 150.00	<input type="checkbox"/>	Repair porcelain	\$ 150.00
<input type="checkbox"/>	Replace sliding glass door (double)	\$ 250.00	<input type="checkbox"/>	Replace thermostat	\$ 60.00
<input type="checkbox"/>	Rescreen sliding door screen	\$ 25.00	<input type="checkbox"/>	Remove junk and debris	\$ 50.00
<input type="checkbox"/>	Replace sliding screen door	\$ 55.00			
<input type="checkbox"/>	Replace garage door opener	\$ 50.00			
<input type="checkbox"/>	Replace interior door knob	\$ 15.00			