

ATLANTA MARIETTA – MOVE OUT NOTICE

TENANT NAME	PROPERTY ADDRESS	MOVE OUT DATE

CHARGES - To maximize your security deposit refund, cleaning expectations are detailed below. Tenant(s) is liable for the following charges in addition to cleaning and repairs, if applicable:

- unpaid rent, late charges, and fees, late payment and returned-check charges, attorney’s fees, court costs, and filing fees and other sums due under this Lease;
- unpaid utilities and unreimbursed service charges;
- replacement cost of property that was in or attached to the Premises and is missing;
- unreturned fobs and access cards;
- removing or rekeying unauthorized security devices or alarm systems;
- reletting charges;
- animal-related charges;
- government fees or fines against Landlord for violation caused by Tenant(s) and guests.

DEPOSIT REFUND – Landlord will mail to Tenant(s)’s last known address the security-deposit reconciliation and refund (less lawful deductions) no later than thirty (30) days after the Lease termination and delivery of possession to Landlord. Damages and cleaning that exceed the Security Deposit **MUST BE PAID** promptly. Tenant(s) may request an electronic copy of the move-out inspection report to be delivered to Tenant(s)’s email address. Landlord will schedule a move-out walk through on the termination day. Tenant(s) is not required to be present. Premises is expected to be cleaned and ready for inspection. If Tenant(s) terminates occupancy without notifying the Landlord, the Landlord may make a final inspection within a reasonable time after discovering the termination of occupancy. Any repairs or cleaning Landlord performs after Tenant(s) vacates the Premises will be deducted from the security deposit. Charges for damages are listed below and any charges not listed will be performed at market prices.

- Any cleaning (vacuum, mopping, cleaning tubs, sinks, toilets, odor removal, etc.) will start at \$250 and increases based on size of home and amount of cleaning required.
- Cost to clean any appliance is \$50 per appliance.
- For each wall or ceiling up to 12’x12’ that must be patched and/or painted, cost is \$150.
- One set of broken blinds 30” or less starts at \$50 will increase in price if wider than 30”.
- Any disposal of personal property and trash removal, food, plants, cleaning products, furniture, trash, etc. from the premises is a minimum of \$150 and will increase on the amount of personal property left. Do not leave ANYTHING!
- Broken appliance parts, such as racks, drawers, shelves, etc. are expensive and must be ordered. Charges will vary.
- If the lawn is not mowed and bushes trimmed, you will be charged \$100 minimum. Charges will increase for lawn cleanup.
- Furnace filters not changed will cost \$50 per filter.
- Missing smoke/carbon monoxide detectors will cost \$75 each to replace, replacement batteries are \$20 each.
- Light bulb replacement will cost \$15 per bulb. Specialty bulbs will be more. Any light covers/globes replacement is \$75. If cover cannot be replaced, cost will be \$100 plus the cost of a new light fixture.
- Carpet cleaning will be \$75 per room.
- \$500 plus the cost for removing illegally parked or disabled vehicles

GENERAL CLEANING

- Wipe doors and walls; remove marks
- Dispose of all trash from the premises. Do not leave it piled at the end of the driveway, porch, decks, or yard – you will be charged if we have to remove it
- Test smoke alarms; replace batteries if they are not working; replace alarms that you removed
- Vacuum HVAC vents and registers
- Clean out fireplace of wood and ashes, wipe mantles and clean up any smoke on the exterior part of fireplace
- Dispose of any unused wood from the premises; do not leave any fireplace wood in the yard
- Replace missing, broken, burned out light bulbs with appropriate wattage and type of bulb
- Remove picture hangers and fill holes, touch up paint must match and must not leave paint spot the wall
- Remove tape and stickers being careful not to damage sheetrock
- Clean light fixtures, dust ceiling fans, globes, blades, and ceiling area around fixture
- Clean windows, windowsills, blinds, window treatments and drapery that is part of the Premises

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- Vacuum carpets and have carpets professionally cleaned, mop hardwood floors with hot water – do not use soap on floors
- Dust off walls, baseboards, door handles, and above the doors
- Clean chair rails, banisters, and built-in units, closets/pantry shelves

KITCHEN

- Clean out all food from cabinets, pantry, freezer, and refrigerator (do not turn off refrigerator)
- Thoroughly clean all appliances removing all food debris, spillage, and stains
- Clean oven, racks, oven door, drip pans, rings (replace if necessary), knobs, burners, panel, glass tops (no abrasives), bottom drawer of range.. Remove all grease. Make sure no oven cleaner residue is left
- Carefully remove any stickers/tape you may have put on the outside of any appliance
- Clean inside drawers and cabinets, wipe down cabinets and cabinet doors and knobs
- Pull refrigerator away from wall and clean floor beneath and the wall behind it (be extremely careful not to damage floor, clean the front grill at the bottom. Wipe off top of refrigerator)
- Clean sink, faucet and wipe drain pipes under sink
- Mop kitchen floor and clean grout on ceramic floors

Note: any appliance parts that are broken or damaged, such as racks, drawers, shelves, etc. are expensive and must be ordered. You will be charged.

BATHROOM

- Clean tub and/or shower, sink, countertops, shower head, and all faucets
- Remove all mold, mildew and soap scum with non-abrasive cleaners and spray bleach bathroom cleaner
- Clean tub/shower doors removing all soap scum (glass should not be cloudy)
- Clean toilet bowls and lids thoroughly. Remove any product that colors toilet water, clean toilet tank and around the base of the toilet
- Clean medicine cabinets, mirrors, and shelves, floors, baseboards, and grout (if ceramic tile is installed)
- Dispose of shower curtains and shower rings

LAUNDRY ROOM

- Wipe the washer/dryer (if Landlord's), knobs, lint filters, lint exhaust, inside drums
- Vacuum all dust from behind the units, clean the water spigot area
- Clean shelving and cabinets, throw away laundry products

EXTERIOR

- Clean decks, patios, porches, and steps
- Dust off exterior doors and light fixtures; remove cobwebs; Replace burned out light bulbs
- Mow lawn, cut bushes to below windows, edge lawn and remove vines from side of house (if Tenant(s) is responsible for lawn care)
- All trash is to be completely removed from the Premises. No trash may be left at the curb.