

Move Out Packet & Tenants Notice to Vacate

Notice please print this move out packet in its entirety to help with the move out process

MOVING OUT PROCEDURES

Valued Tenants Moving Out,

As you prepare to move from your residence on the date provided on your 30 Day Notice to Vacate, we want to take this opportunity to help you get as much of your security, cleaning, and damage deposit back as possible.

DOCUMENTS TO SUBMIT WHEN MOVING OUT

1st DOCUMENT- 30 DAY NOTICE TO VACATE (attached) Tenant must complete a 30-Day Notice to Vacate form. These forms are available online or can be picked up at our office. Verbal notices are not accepted or honored. Failure to provide written notice form will cause tenant to be responsible for all rent until new tenants are accepted, late fees, and other related turnover costs.

2nd DOCUMENT- RELEASE OF RIGHTS TO POSSESSION (attached)
This document is to be turned after everything is complete from (Move out Checklist)

Other documents attached

- Move Out Charges (if applicable)
- Move out Checklist

RENT: Tenant is responsible for rent up to the 30th day of their 30-Day Notice to Vacate.
**If you are currently set up with auto payments on your account, be sure to cancel at the correct time*

EXTENSIONS: If Tenant wishes to stay longer than specified on the 30-Day Notice to Vacate form, tenant must first call our office to see if this extension is acceptable. If the extension is acceptable, tenant must complete a new 30-Day Notice to Vacate form to show the new Walkout date. Tenant will be responsible for all rent to the new date. If tenant requests an extension, but vacates earlier than expected, tenant is still responsible for rent up to the date shown on the 30-Day Notice to Vacate form

EARLY DEPARTURE: If tenant vacates prior to the 30th day of the notice to vacate, tenant should notify management and turn in all keys. Tenant is still responsible for rent until the 30th day of the notice to vacate. Management will attempt to prepare the unit for new tenants as quickly as possible and if new tenants are selected prior to the 30th day of the notice to vacate, pro-rated rent shall be given with the refund of the Security, Cleaning, and Damage Deposit.

KEYS: Tenant will be charged rent until all keys and garage door openers are turned in. If tenant fails to turn in keys, tenant will be charged to change all locks and rent up to the day the locks were changed. RETURN KEYS AT OUR OFFICE AT 189 WEBER LANE, FLORENCE KY 41042 (in drop box) after you are moved out.

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WALKOUT INSPECTION: A walkout inspection will be performed with or without you. The following requirements are necessary to schedule a walk-out inspection with Tenant: (1) Tenants desiring to be present at the Walkout Inspection should call the Management to schedule an appointment. Tenants should call and schedule at least one week prior to vacating the property. (2) The unit must be completely vacated in order for management to perform the inspection, (3) No follow-up inspections are made, so do your best to have everything cleaned prior to inspection. Failure to comply with the above requirements or if the property requires cleaning prior to new tenants, cleaning charges will incur at tenant's expense. Note: Any costs given are estimates only. All estimates given to tenants are passed onto any contractors hired with the request to meet or beat the estimate.

CLEANING: Enclosed with this checklist is a cleaning inspection checklist. Perform the cleaning as outlined and you will be fine. **CAUTION:** Very few tenants perform all of the cleaning issues on this checklist or fail to do so satisfactory. It is highly recommended that tenants follow the above Walk-Out Inspection procedures. Tenants who request walk-out inspections tend to get more of their deposit back and rarely are surprised about repair costs for any damages.

CARPET CLEANING: Carpet cleaning is automatically performed after tenant vacates the property with an approved contractor and the cost is automatically deducted from the security deposit.

DAMAGES: Tenant shall be charged for the repair of all damages, unless otherwise noted on the Move-In Inspection Sheet. It is the tenant's responsibility to complete this inspection sheet and to turn the original into the office. It is highly recommended that tenant keep a copy for themselves. Our office will gladly make these copies at no cost.

LIGHT BULBS, SMOKE DETECTORS, ETC: Tenant is responsible for maintaining all smoke detectors during occupancy. Tenant is responsible for replacing all expired/missing: light bulbs, smoke detector batteries, appliance light bulbs, and furnace filters. The cost to replace them will be at the tenant's expense.

Move Out Charges

Cleaning (not done by you)		
Refrigerator	\$35	
Stove top or oven	\$25-\$50	
Kitchen Cabinet or Countertop	\$20	
Bathtub/Shower	\$25	
Toilet	\$25	
Carpet Cleaning or deodorizing	\$100-\$150	
Extensive Cleaning	\$75 per hour	
Damages		
Drywall repairs	\$50 & up	
Remove crayon marks	\$25 and up	
Small/Large nail hole repair	\$10-\$35	
Replace interior/exterior door	\$150-\$250	
Replace sliding glass door	\$400 & up	
Replace faucets	\$50 + labor	
Replace bathroom mirror or cabinet	\$50-\$75	
Replace shower heads	\$30 + labor	
Replace toilet	\$185 + labor	
Replace garbage disposal	\$150 + labor	
Carpet	\$22 / yd.	
Repair window pane	\$75 & up	
Replace blinds	\$35 per blind	
Replace tile/linoleum	\$300 & up	
Missing Items		
Replace light bulb	\$4.00 each	
Light fixture	\$40 & up	
Light fixture globe	\$15 each	
Electrical outlet/switch	\$20.00 each	
Electrical cover plate	\$2 each	
Replace key	\$8.00 each	
Replace refrigerator shelve	\$25 & up	
Replace oven knob	\$8 each	
Replace window screen	\$25 & up	
Additional Charges		
Replace door lock	\$60 each	
Replace towel bars	\$20 each	
Replace smoke detector	\$40 each	
Remove junk and debris	\$200 per load	
Fumigate / Pest Control	\$150 & up	
Replace thermostat	\$75 & up	
Remove Wallpaper	\$150 & up	
Repaint wall	\$45 per wall	
Vacuum entire house	\$50	
Clear drain stoppage	\$75 & up	
Fence replacement	\$25 per foot & up	
Lawn Service	\$50 & up	
Repairs by Non-Licensed trades	As charged by Landlord	
Repairs by Licensed tradesman	As charged by Landlord	

Any repainting, repairs cleaning, trash removal, and any other expenses associated with returning the condition of your home to your move-in condition can be deducted from your security deposit. Your security deposit will be mailed to the forwarding address you provide within 30 days after your Move-out inspection has been completed. Attached is a list of fees and charges should there be any items.

- CALL OUR OFFICE TO SCHEDULE YOUR MOVE OUT INSPECTION 3-5 DAYS IN ADVANCE**
Make sure all items are completed and contents removed for setting appointment.
- All personal belongings and garbage must be removed from the premises (NOT PILED UP ON THE CURB). This includes shower curtains, trashcans, toiletry items, shelf paper, and food items.
- Remove all tacks or nails from the walls. Any bad marks or holes in the walls must be repaired and/or wiped clean.
- Carpets should be *professionally* cleaned. If your lease states that a portion of your security deposit will be withheld for this purpose, you only need to vacuum.
- Clean out and wipe down the refrigerator. The freezer should also be defrosted and cleaned. Be sure to (carefully) pull out refrigerator if possible and clean the floors underneath and wipe down the sides of the refrigerator.
- Clean the oven, grease trap, fan, stovetop, burners and drip pans. If drip pans cannot be cleaned, they must be replaced.
- Wipe clean all counters, cupboards and drawers, inside and out.
- The kitchen sink should be scoured and wiped clean.
- Air filter to be changed or if washable needs to be cleaned
- Thoroughly clean all floors as appropriate (use wood cleaner on wood floors, vinyl cleanser on vinyl floors, etc.)
- Thoroughly clean bathroom including sink, counters, bathtub/shower, toilet and doors.
- Wash interior windows, sills and tracks of dust, grime and/or fingerprints.
- Dust all light fixtures
- Replace any burnt out or missing bulbs.
- Wipe down dust on blinds and clean or replace any damaged window coverings.
- Leave exterior yard clean, free from trash / debris and maintained as per your rental agreement.
- Clean any stains or oil spots on exterior concrete
- Broom sweep out garage / storage area / ext. porches
- UTILITIES- confirm that all of your utilities are paid with the local agencies
- All Smoke Alarm Batteries in working order

- Turn water main in the OFF position after vacating the residence
- Call the office to drop off the keys at the office
- Leave your forwarding address and contact information

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

Forwarding Address _____

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30 DAY NOTICE TO VACATE

Send Completed Form to ANY OF THE FOLLOWING
MAIL- PHB Properties LLC
189 Weber Lane, Florence KY 41042
EMAIL- rent@potterhousegroup.com

Date of Submission _____

Tenant Name _____

Property Address _____

Lease Expiration Date _____

Proposed Move out Date _____

As resident of the above referenced premises, you are hereby notified that I/We have elected not to renew the lease / and or vacate the premises and will vacate on, or before, the following date:

_____, _20____

Once we receive your notice to vacate form, we will confirm that it has been received by providing you with move-out instructions. We will also include the rent amount due through your move-out date. If you do not receive this information, please call our office at 859-384-2006 or you can visit our website at www.859Rent.com and go to 'DOCUMENTS' click on 'MOVE OUT PACKET'.

Tenant also has acknowledged what the move out procedures are, and that any charges that may be incurred in association with 'move out charges' will be deducted from the security deposit. If charges are in excess of the security deposit, tenant will pay to Landlord for the charges incurred.

Reason for Move

Buying / More Space / Downsizing / Budget / Maintenance / Other

Tenant Signature

Date

Tenant Signature

Date

Contact Phone Number _____

Forwarding Address _____

Email Address _____

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Send Completed Form to ANY OF THE FOLLOWING

MAIL- PHB Properties LLC

189 Weber Lane, Florence KY 41042

EMAIL- rent@potterhousegroup.com

RELEASE OF RIGHTS TO POSSESSION

(Keys to returned drop box at office)

Office Address: 189 Weber Lane, Florence KY 41042

Today's Date: _____ Time: _____

I _____ hereby release all rights to
[Tenant's full name]
possession of the property located at:

(property address, city, state, zip)

All my possessions have been removed from the above said premises as of the date and time above.

All keys that were entrusted to me have been returned to the Landlord and I agree not to enter the property again.

Signed by Tenant #1

Phone #

Signed by Tenant #2

Phone #

My Forwarding Address is: _____

FOR OFFICE USE ONLY

FORM RECEIVED AT / BY TENANT

___ office

___ fax received on (date) _____

___ emailed on (date) _____

KEYS RECEIVED BY TENANT

___ left at home in kitchen drawer

___ dropped off at office

PHB Properties LLC- 189 Weber Lane, Florence KY 41042
Email: rent@potterhousegroup.com Phone: 859-384-2006