



Move-Out Instructions & Guidelines

Thank you for giving us an advanced notice that you are moving. Now that you are moving out, your lease/rental agreement requires that you leave your unit in a clean and undamaged condition. We have every intention of returning your security deposit as long as you have fulfilled your agreement with us as specified in your lease. Gate City has 30 days from the end of your lease term, along with returning the keys to the office, in order to return your security deposit.

Please review these important guidelines below to make your move as smooth and stress-free as possible. Thank you for being a tenant of Gate City Property Management.

IMPORTANT

Tenants are responsible for stopping any scheduled payments through the tenant portal. Gate City is not responsible if the tenant fails to do so and the payment is withdrawn from the account(s). Tenants are eligible to be refunded but there will be a 10-14 business day processing period for payments to post to the bank.

To stop all charges to your account, your rental property keys **MUST** be returned to our office. The keys can not be left in the rental property.

If you need a rental reference, Gate City will be happy to provide one for you! Just let us know.

- ◆ For your convenience, the move out inspection and charge guide will be attached to this letter. Please make note that you have until the end of the month, by 5 P.M. to return the keys to prevent further charges.

IMPORTANT

IF THERE ARE HOLES IN THE WALL, PLEASE DO NOT PUTTY OVER THEM UNLESS YOU PLAN TO PAINT THE WALL.



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Move-Out Inspection And Charge Guide:

Normal wear and tear is expected, however damages beyond this, may be subject to additional charges paid by the tenant.

PLEASE NOTE

Not all of the items listed below will pertain with every home being rented. This is a guide for the tenant to use.

Your security deposit does not cover your last month's rent. Please make sure to pay rent for your last month. If the home is left in move in condition, prorated rent will be reimbursed to you.

If you set up auto pay for your rent through your portal, it is your responsibility to discontinue your payments after you move out.

Damage that may be subject to additional charges, include but are not limited to the following: Examples: Holes in walls, tears in the flooring, damage to the appliances, countertops and vanities, and neglected yard maintenance. Do not try to patch holes in walls if any are made.

Charges deducted from deposit if not completed before vacancy:

- ◆ Refrigerator: \$75.00 (or more) if not cleaned.
- ◆ Stove: \$75.00 (or more) if not cleaned. If the drip pans and burners need to be replaced, you will be charged for new ones.
- ◆ Light bulbs: \$7.00 for each light bulb replaced.
- ◆ Trash: \$50.00 for any light trash left in the property. \$200.00 plus dump fee for removal of furniture, large amount of garbage, refrigerator trash, and cabinet trash.



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Charges deducted from deposit if not completed before vacancy continued:

- ◆ Windows: Clean inside of all windows and windowsills: \$10.00 per window. Screens must be cleaned with water.
- ◆ Vertical Blinds: \$130.00 per vertical 5', 6', or 8' wide.
- ◆ Furnace: \$15.00 Vacuum out the inside the furnace compartment and surrounding area and change the furnace filter.
- ◆ Water Heater: \$15.00 wipe the top of the water heater and exhaust pipe (on the top) uses a damp cloth.
- ◆ Ceiling Fans and Ceilings: \$25.00 wash with warm water, the tops of blades and motor. Make sure ceilings, walls, tops of moldings and doorways are free of cobwebs.
- ◆ Lighting fixtures: \$15.00 each remove any globes and wash with warm water. Wipe down light switch covers and receptacles cover to remove grease and fingerprints.
- ◆ Vacuum and broom sweep: Minimum of \$25.00 All flooring, please look behind the doors, and ensure that all areas behind toilets and closets are free of debris. Sweep patios, decks and storage building and closets. Mop or vacuum all flooring coverings.

Kitchens And Bathrooms:

- ◆ Stove: \$75.00 Clean range hood, fan, vents, and under drip pans. Scrub burners and under knobs. Clean the oven, pan drawer and the oven racks. If you are able to move the Stove, please pull the stove out and vacuum or sweep behind and underneath.
- ◆ Refrigerator: \$75.00 Defrost, wash inside thoroughly, remove and wash the drawers, shelves and door compartments. (This applies to the freezer as well). Clean exposed sides and remove front foot guard and vacuum this area and behind the refrigerator. (It should be on wheels, so just pull it out). Do not turn off the refrigerator.



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Kitchens And Bathrooms Continued:

- ◆ Dishwasher: \$50.00 Clean out and inside and remove all dishware. Run a cleaning cycle without dishes.
- ◆ Cabinets and Countertops: \$25.00 Clean all countertops and tile areas. Clean out all cabinets and drawers, including under the sink. Clean doors and handles. Clean the sink and wipe faucet fixtures.
- ◆ Bathrooms: \$50.00 Scrub all tile and grout. Scrub the bathtub, sink and toilet including exterior areas. Wash the mirror and wipe all fixtures. Clean medicine cabinets as well as all other cabinets.
- ◆ Cabinets and Countertops: \$25.00 Clean all countertops and tile areas. Clean out all cabinets and drawers, including under the sink. Clean doors and handles. Clean the sink and wipe faucet fixtures.

Additional Areas:

- ◆ Bedrooms, offices, bonus room and Living areas: \$25.00 Clean out and vacuum closets, and remove all HANGERS. Wipe down closet shelves and poles. Wash with warm water the baseboards, windowsills and casings. Clean fireplace thoroughly.
- ◆ Yard Maintenance: Mow the yard and trim the bushes. Weed the driveway and garden areas. Clean gutters and rake leaves. Make sure the yard is free of debris. Yard service fees can be costly; a normal service fee is a minimum of \$100.00.
- ◆ Outdoor storage closets and building: Remove all items and leave free and clear of debris. Items left behind maybe subject to a dump fee.
- ◆ Miscellaneous cleaning will be billed at \$35.00 an hour. With a minimum trip charge of \$75.00.

Thank you again! If you have any questions, please reach out to us at the office!