

## Move Out Checklist

We hope you have enjoyed your time with BBL Property Management. Normal wear and tear will be taken into consideration when inspecting your house/unit; however, we expect the house/unit to be left in good/clean condition. Below is a Move-Out Checklist to help to maximize the refund of your security deposit. Please make sure that these items are addressed prior to your move-out.

### ☐ RENT

Your security deposit may not be used as your last month's rent so be sure to pay your last month's rent on time. Once rent is paid for your last month, stop your rental payments if you have set them up as a recurring payment. You can adjust your rent by logging into your tenant portal at [BBLPropertyManagement.com](http://BBLPropertyManagement.com).

### ☐ UTILITIES

You must keep the utilities on and in your name until your lease expiration date. Be sure to notify the applicable utility companies of your lease expiration. If you have questions about the timing of your utility shutoffs, please contact Wendy at [wendyj1167@gmail.com](mailto:wendyj1167@gmail.com).

### ☐ ITEMS LEFT BEHIND

All items must be removed from the unit by the lease expiration date. Often times, items left at the curb on non-garbage days for pickup will cause code violations and fines. You will be responsible for the fines as well as disposal of the items at the curb. You may call your town and make arrangements to have the items picked up. If this is the case and the items will be on the curb past the lease expiration date, please be sure to notify us.

You will be charged for any item left in the house/unit that we need to dispose of so be sure all items are removed from the premises and that the garbage hauler has taken all trash prior to your vacate date. After your lease expiration, all items remaining in the house/unit will be considered trash.

### ☐ KEYS

A lockbox will be placed on your door or porch prior to your final day in the home. We will contact you with the code for you to place a key in it. Please leave all other keys on the kitchen counter for us to collect. Be sure to leave house keys, mailbox keys, shed keys, fence keys, garage door openers, pool fobs, gate fobs, clubhouse keys/fobs as applicable. A charge will be levied if any of those items are not accounted for by the lease ending date.

### ☐ STORAGE AREAS

Remember to empty any storage areas/basement/ garage/attic/shed as applicable.

### ☐ CLEANING CHARGES

**\*\*Move-Out Tip\*\*:** Some of the most frequent charges for move-outs include cleaning the top and inside of the refrigerator, oven and microwave, soap scum on tub/shower, wiping inside and outside of cabinets, wiping baseboards, ceiling fans, lights and walls.

Stove, microwave, refrigerator, freezer, dishwasher, exhaust fans, windows, blinds, air-conditioners, light fixtures, doors, radiators, baseboards, and bathrooms must be thoroughly cleaned. Walls must be free of dirt and marks. Magic Erasers will remove 90% of wall marks. Please do not patch the

walls as it makes it more difficult to repair. Tile, hardwood floors, LVP (Vinyl floors) must be cleaned thoroughly. Carpets should be cleaned if applicable.

Additional charges may be incurred due to damage from nicotine or cooking odors. (Ex. Smell, discoloration of walls, ceilings, cabinets).

Exterior of the premises must be clean and free of debris. Lawns must be mowed.

If the home needs a professional cleaning, the charge will be \$300-\$650 depending on the size of the home. Carpet cleaning is \$50 per bedroom with larger spaces costing up to \$225. Lawn mowing and yard cleanup are charged at \$80 per man hour.

☐ **REPAIR/REPLACEMENT CHARGES**

Some of the most frequent charges for move-out repairs and replacements include burnt out light bulbs, broken blinds, broken appliances, damaged flooring and walls and smoke detector batteries. Small nail holes should be left as-is and not patched or painted. You will not be charged for a reasonable number of small nail holes.

Repairs and replacements will be charged as the cost of material plus \$80 per man hour for labor.

☐ **MOVE OUT INSPECTION**

You do not need to be there when the inspection is performed. If you would like to be present, please notify us at least 3 days before your lease expiration to schedule an appointment.

☐ **SECURITY DEPOSIT REFUND**

Please be sure we have your forwarding address as soon as possible so that there will be no delay with the return of your security deposit. Per your lease, we issue one check with all tenants names on it. We cannot issue individual checks to individual tenants. Please allow 30 days from your lease expiration for processing of paperwork and return of your deposit.

☐ **FORWARD MAIL AND UPDATE ADDRESS**

In order to avoid missing mail, be sure you do a change of address with the Post Office. Remember to update any online payment platforms such as Amazon, Paypal, eBay, etc. If any mail or packages are sent to the home after you have vacated, we cannot guarantee that you will be able to retrieve them.

☐ **TRASH/FURNITURE REMOVAL**

Any furniture, trash or items left in the home or in the yard will be charged at a rate of \$80 per man hour plus the cost of disposal.

If you have any questions about the move out process, please enter them into the tenant portal by logging into your account at [BBLPropertyManagement.com](http://BBLPropertyManagement.com).