

# BACKUS PROPERTIES

## Move Out Instructions

To make the moving process as painless as possible, we are furnishing you with a list of check out procedures and cleaning suggestions for moving day. Please refer to your move in inspection sheet(s) given to you at the time you took possession of the premises. These sheet(s) will aid you in your cleaning and in preparing the property for the move out inspection. If you have misplaced your copies, please call the office and you will be sent an additional copy. We offer an inspection 14 days before your move out to explain the move out procedure and offer any suggestion for work needed to be done that is visible at that time.

When your notice to vacate has been received, you will be notified by the office of your move out inspection day and time. If you wish to change the **time** of the appointment, at least seven days notice must be given and it will be on a first come-first served basis. If the time is changed within one week of the appointment, there is a \$50.00 charge to reschedule and is only possible if the schedule permits. Please allow approximately one hour for the final inspection. If date of **vacancy** is changed after notice to vacate has been received, a \$100 charge will be incurred.

If it is your desire to pass your final inspection to assure a quick return of your deposit, we do offer a pre-inspection the day before your final inspection. By the time of the pre-inspection, the property should be completely vacant, all hauling done and cleaning finished. If you still have furnishings and/or several hours of cleaning remaining, a pre-inspection would not be a good use of your time or ours. The purpose of this pre-inspection is to point out any items that you may have overlooked in cleaning or related issues while you still have time to make the corrections. It is in your best interest to make sure you are prepared for your final inspection. If, at the time of your final inspection, you do not have your cleaning completed, the inspector will proceed with the inspection nonetheless as he or she will almost certainly have appointments scheduled thereafter.

Your trying to reschedule your move out inspection at the last moment may result in the inspector not being able to return for 2-3 days. Any holding over of the premises beyond your scheduled move-out time will result in your having to pay additional rent as per your rental agreement. If an additional trip for a final inspection should occur, a fee of a minimum of \$50.00 per hour will be held from your deposit to cover the service call.

The date you give us for the termination of your tenancy is very critical to our scheduling. We will work from your date to schedule maintenance work, cleaning, repairs for damages, carpet cleaning, flea extermination, etc. Based on our estimate for the time needed to complete those jobs, we will lease the premises to the future tenants for occupancy on the next available day.

The return of the keys is an important act on your part. The return of the keys is required to legally surrender possession of the premises and give us the right to enter the premises for maintenance and completion of cleaning and repairs. Failure to return the keys forces us to conclude you have not surrendered possession of the premises, and until such time that all the keys are in our possession, your tenancy has not been terminated and rent will continue as per the rental agreement.

Attached are cleaning guidelines to aid in your properly preparing the premises but should be considered guides only and not the only cleaning necessary. The move out inspector will make every effort to point out to you items that will be charged to your deposit and mark "not clean" items on your move out checklist form. However, it is not the final inspection and further items may be identified and charged to your deposit at a later date as discovered.

**CARPETS:** Carpets were professionally cleaned prior to your move in and must be professionally cleaned, with a truck-mounted unit, at your move out. We will contract this to be done unless you provide us with a copy of a paid receipt at your move out inspection appointment. If the carpets are still not clean, the office may order additional cleaning to be done in an attempt to avoid replacing the carpet at tenant cost.

**FIREPLACE CHIMNEY:** If you have one or more wood burning fireplaces, the chimneys were cleaned prior to your move in and you are required to have them cleaned or certified that they have not been used by a licensed chimney cleaner. Please provide a receipt at your vacancy or the work will be done and charged to your deposit.

**LIGHT BULBS/SMOKE ALARM BATTERIES:** All light bulbs (including outside and in appliances) should be of proper size and type for the fixture and in working order. All bulbs in a fixture must be the same type and wattage. Smoke detectors and carbon monoxide detectors should be in working order. **DRYER VENT:** to be cleaned of all lint, whether the dryer is owned by the owner or tenant.

**PAINTING/PATCHING: Please do not patch or paint the walls.** If you feel there is damage to walls beyond normal wear and tear and wish to have the walls painted before your vacancy, please call the office for permission in writing. Work is guaranteed if by a vendor referred to you by Backus Properties. Any other contractor must submit a proposal in writing to be approved by Backus Properties. Additional charges will accrue if patching or painting the walls is attempted.

**DEPOSIT REFUND:** The Deposit Refund Statement (or estimated if bills have not yet been received) and the balance of your deposit will be sent no later than 21 days after your vacancy. It is our desire that you receive your entire deposit back. We hope you take advantage of the pre-inspection offered. Please call if you have any questions about the process. As per the lease agreement, a supervision charge of 10% will be charged to the deposit for any repairs ordered that are a Tenant expense.

## **Backus Properties Cleaning Guidelines**

Your home was in professionally cleaned condition prior to your move in. These are the items that will need to be done prior to your return of keys. If not cleaned to manager's satisfaction the cost of additional cleaning will be charged to your security deposit.

### **All rooms applicable:**

1. Vacuum carpets, drapes and baseboards.(See carpet cleaning provisions.) If there is build up of dirt and grime on the top of the baseboards that vacuuming will not remove, you are required to clean them with an appropriate cleaner. Remove and clean the light fixture covers. Reinstall them. (NOTE: if you are having difficulty removing a light fixture cover, please call the office. We will remove them during the inspection and you can clean them while the inspection is being performed.)
2. Clean walls, doors, door casings on the top and sides, baseboards, light switches, and outlet plates. If you have forced air heating, remove heat register and vacuum the heat duct, replace covers. If you have ceiling registers, vacuum but do not remove. If you have a wall furnace, remove the cover and vacuum inside. Clean heater cover grills and clean or replace filter.
3. Clean window /tracks/screens on inside and out.
4. Remove ashes from the fireplace.(Note fireplace chimney cleaning provisions.)
5. Clean all vertical and horizontal blinds. If dusting does leave them feeling clean, you are required to clean each slat with an appropriate cleaner. If any of the blinds have damaged slats, which were not damaged prior to your tenancy, they must be replaced at your expense. Please notify the office so repair arrangements can be made.

### **Kitchen**

1. Clean the refrigerator inside and out and move it out from the wall to clean underneath. (NOTE: if this is too hard for you or there are no rollers on the refrigerator, please contact office. We will move the refrigerator during the inspection and you can clean underneath it while the inspection is being performed.) Clean the inside tracks of the rubber gasket around the refrigerator/freezer door, drain evaporator tray and vacuum condenser coils. **Leave the refrigerator turned on when you are done.**
2. Clean cupboards, inside and out, sink, counter tops, woodwork, and walls. Remove any calcium deposits from the faucet.
3. Clean stove, hood and filter, under burners, controls, burner rings, drip pans, oven, racks, broiler pans. **Do not use oven cleaner on self-cleaning ovens or continuous cleaning ovens.** Also please use caution when cleaning the hood and stove so as not to damage the finished surface areas. Any damage to the surface areas will be deducted from your deposit.

4. With free standing stoves, move the stove away from the wall to clean underneath. (NOTE: if the stove is difficult to move and/or you are concerned you will rip the vinyl floor, please call the office. We will move it during the inspection and you can clean underneath it while the inspection is being performed)
5. Clean inside and outside of dishwashers and compacters, including gaskets.
6. Clean floor and baseboards

### **Bathroom**

1. Clean tub, shower, soap dish inside and under, remove all soap film and mildew, sink, medicine cabinet. Clean inside and outside of toilet. If you have any disinfectant in the toilet tank, remove product so that the water in the bowl is clear. Make sure all residue is removed from the surface areas after cleaning. Remove all calcium buildup inside the toilets, shower doors, tracts and faucets.
2. Clean floors and baseboards
3. Clean inside and outside of cupboards, countertop, woodwork and walls
4. Clean windows/ tracks/screens on inside and out
5. Damage to vinyl floors from water is not normal wear and tear and the cost to replace the floor will be deducted from your deposit. If your floor is damaged due to water or from any other reason, please notify the office immediately.

### **Garage**

1. Dust, remove cobwebs, bugs, debris and sweep concrete floor
2. Clean windows/tracks/screens on inside and out
3. Clean sink basin, cupboards, pull out washer and dryer and clean underneath. (NOTE: if this is too hard for you, contact the office and we will move them during your inspection and you can clean while the inspection is being performed.
4. Clean/change furnace filter (s). If you cannot get the filter out, notify office.
5. Dryer vent is to be cleaned and all lint removed
5. Garbage cans are to be empty and no trash left on the premises. Hauling of trash is very expensive.

**Yard:** Leave yard well-watered, weeded and mowed. Remove all trash and debris, including animal feces.

### **Window Cleaning**

If you live in a two story house and/or the windows are high up from the ground, we do not expect you to get on a ladder to do the cleaning of the exterior of the windows. However, you are responsible for having the windows cleaned. The office can recommend a company for that service.

# Cleaning Checklist

## Backus Properties

This checklist is to help the exiting tenant make sure the property is clean at vacancy to assist in refund of their deposit. Please review your Move-In Checklist and Cleaning Guidelines for further information.

### Entire Home:

Done

Not Done

- |       |       |  |
|-------|-------|--|
| _____ | _____ | Vacuum and clean carpets, drapes and baseboards.   |
| _____ | _____ | Remove and clean light fixture covers (Reinstall them).  |
| _____ | _____ | Clean walls, door casings on the top and sides, light switches, and outlet plates.   |
| _____ | _____ | Clean forced air heating, remove heat register and vacuum the heat duct (replace cover). Clean ceiling registers. Clean wall heaters. Change furnace filter. |
| _____ | _____ | Clean window tracks/ screens on inside and out.  |
| _____ | _____ | Remove ashes from the fireplace. (NOTE: FIREPLACE CHIMNEY CLEANING PROVISION).   |
| _____ | _____ | Clean all vertical and horizontal blinds.  |

### Kitchen:

Done

Not Done

- |       |       |   |
|-------|-------|---|
| _____ | _____ | Clean the refrigerator (inside and out). Move out from wall and clean flooring.   |
| _____ | _____ | Clean the inside tracks of the rubber gasket around the refrigerator/ freezer door, drain evaporator tray and vacuum condenser coils. |
| _____ | _____ | Clean cupboards (inside and out), sink, counter tops, woodwork, and walls.  |
| _____ | _____ | Clean stove, hood and filter, under burners, controls, burner rings, drip pans, oven, oven racks, and broiler pans.                   |
| _____ | _____ | For free standing stoves, move the stove away from the wall and clean underneath.   |
| _____ | _____ | Clean inside and outside of dishwashers and compacters.   |
| _____ | _____ | Clean floor and baseboards.   |

**Bathroom(s):**

Done      Not Done

- |       |       |  |
|-------|-------|--|
| _____ | _____ | Clean tub, shower, soap dish (inside and under), sink, medicine cabinet, and remove all soap film and any mildew. Clean the toilet inside and out. |
| _____ | _____ | Remove all calcium buildup inside the toilets, shower doors, tracts and Faucets.   |
| _____ | _____ | Clean floors and baseboards  |
| _____ | _____ | Clean inside and outside of cupboards, countertops, woodwork and walls.  |

**Garage:**

Done      Not Done

- |       |       |   |
|-------|-------|---|
| _____ | _____ | Dust, remove cobwebs, bugs, debris and sweep concrete floor.                        |
| _____ | _____ | Clean sink basin, cupboards, and pull out the washer and dryer to clean underneath. |
| _____ | _____ | Garbage cans are to be empty and no trash left on the premises.                     |

**Yard:**

Done      Not Done

- |       |       |   |
|-------|-------|---|
| _____ | _____ | Leave the yard well-watered, weeded and mowed. Remove all trash and debris, including animal feces. |
| _____ | _____ | Screens removed or damaged must be replaced or repaired.  |

Many of our tenants prefer to arrange cleaning to be done for them. You may use whomever you prefer. Below are listed the companies we use, and their approximate charges. They will also be happy to come to the property and give you an estimate. If you use these companies, their work is guaranteed. If the property is not left to the standard of the cleaning guidelines, these are the companies who will likely be doing the cleaning at a cost of approximately \$25.00 per man hour plus travel.

One or two bedroom house or apartment, including carpets and windows: \$400-\$600  
 +- 20%  
 Three to five bedroom house, including carpets and windows: \$600-\$900  
 +- 20%

Carpet	\$75-\$300
Blinds	\$25-\$200
Kitchen appliances	\$50+
Windows	\$100+
Window tracks	\$25-150
Light fixtures	\$25-\$200
Heater vents	\$25-\$50
Bathrooms	\$50+
Fireplace flue	\$125-250 per chimney
Dryer Vent	\$25-\$50
Inside of cabinets	\$25-\$1500
Misc	\$50-\$150

**Cleaners:**

Emma's Housecleaning Service	809-5569
Peninsula Apartment Cleaning	422-9485
Four Seasons Carpets (Luis)	320-5078
Cypress Sweeps Chimney	601-8413

## NORMAL WEAR & TEAR AND APPROXIMATE CHARGES TO DEPOSIT

### **BLINDS & DRAPES**

*Cleaning-Blinds and drapes are to be dusted or cleaned. Broken or bent blinds are usually a tenant charge.*

**Replacement-**If you have occupied the property for less than 36 months and drapes/blinds need to be replaced, you will be charged the full cost of replacement. If occupancy has been for more than 37 months but less than 72 months, you will be charged half the cost of replacement.

### **PAINTING**

*Interior paint is expected to last five years. If the property was freshly painted when you moved in and is needed again on your move out, you will be charged:*

100%	occupancy 18 months or less
75%	occupancy 19-30 months
50%	occupancy 31-48 months
25%	occupancy 49-60 months

*If the property was not freshly painted at your occupancy, you will be charged the prorated amount from the date of the last painting. Approximate charges for painting at this time:*

One wall	minimum \$175.00
One room	\$250 (bedroom, dining room, kitchen, laundry room or hall)
Special room	\$350 (living room, family room or bath)
Closet	\$50
Walk-in closet	\$100 (over 60sq. ft.)
Room with vaulted ceilings	Double charge
Ceiling (per room)	\$100

Fading or peeling paint is generally not tenant responsibility. Any wall damage (larger than a small picture hook or small chip) repair will be an additional charge regardless of length of occupancy. Minimum charge for any wall repair is \$70. If a wall is dirty, it will be painted rather than washed as it is more cost effective.

### **CARPETING**

*Generally, wrinkles in carpets are owners' responsibility. Cost to clean carpet will be charged to your deposit. Replacement-Carpet is expected to last 12 years. If the carpeting was new when you moved in and needs to be replaced you will be charged:*

100%	if occupancy is less than 60 months
75%	if occupancy is 61-96 months
50%	if occupancy is 97-120 months
25%	if occupancy is 121-144 months

If the carpeting was not new at your occupancy, you will be charged the prorated amount from the date of carpet installation. Regardless of age, carpet that requires replacing due to burn or other holes, animal damage or stains that cannot be removed will be full tenant charge. Any carpet repairs or stain or odor removal will be an additional charge.

**FURNACE AND OTHER APPLIANCES:** Damage to furnace and other appliances due to lack of cleaning or replacing filters is never normal wear and tear and will always be charged to the deposit.

### **TRASH REMOVAL**

The entire cost of removal of trash or personal belongings will be withheld from the security deposit. The cost will be on an hourly rate plus any dump fees, dumpster rental or trailer rental charges. Minimum charge is usually \$150+

### **YARD MAINTENANCE**

The yard should be mowed, raked and weeded at the time of your move out. If work is needed to bring the yard to the condition it was at move-in, the cost will be withheld from the security deposit. Approximate charge for yard maintenance is \$45 per man-hour.