



Date

Tenant Full Address

Tenant Names (Financially Responsible)

Tenant Move-out Date: Tenant Move Out Date

Dear Tenant First Names (Financially Responsible),

We are sending you the checklist in preparation for your move-out this Tenant Move Out Date.

**PLEASE READ THROUGH THE ATTACHED MOVE-OUT CHECKLIST TO ENSURE A SMOOTH AND ORDERLY MOVE-OUT.**

During your move out process we offer an option for you to prepay to have your apartment and carpets professionally cleaned after your move out. Please email our office at [614rentleasingoffice@gmail.com](mailto:614rentleasingoffice@gmail.com) to let us know you are interested. We will add the \$259 cleaning fee and the \$149 carpet cleaning fee to your lease ledger. It will need to be paid in full no later than 30 days prior to your lease end date. It will include deep cleaning the kitchen appliances, kitchen cabinets, kitchen floor, kitchen countertops, bathroom(s), tub(s) and/or shower stall, bathroom toilet(s), bathroom mirror(s), bathroom floors, bathroom vanity, bathroom sinks, window, blinds, and window ledges.

If management is charged any additional fees from the cleaning service for any non routine cleaning they will be added to your move out report.

If you do not choose this option management does reserve the right to charge for cleaning fees.

On the day of your move out, please lock your Townhome as well as garage and return ALL Townhome keys, the Key Fob, Mailbox keys, and garage door remote opener to The Ravines At Rocky Ridge 5700 Rocky Ridge Landings Drive, Westerville, OH 43081. Our office is open Monday through Friday between 10 am to 6 pm Eastern, Saturday from 10 am to 5 pm Eastern, and Sunday from Noon to 5 pm Eastern. **Please note that you will be CHARGED for all missing items as well as the cost associated with reprogramming the garage door remote opener.**

Regarding the return of your security deposit, please email us your forwarding address

at [614rentmeleaseingoffice@gmail.com](mailto:614rentmeleaseingoffice@gmail.com).

Thank you!

Sincerely,  
Management  
The Traditions at Worthington Woods



## MOVE OUT CHECKLIST AND CHARGES

This checklist and the attached charge list will be used to make sure the home is clean and in the right condition as we conduct an inspection and authorize the release of your security deposit.

We expect the premises to be in the identical condition as you move in. The Property Manager will have the final responsibility for determining “normal wear and tear” and what is the result of damage, abuse, or neglect.

All repairs or maintenance items necessary to return the premises to the identical condition as when you moved in are the tenant's responsibility. The cost of these repairs and maintenance items will be deducted from the Security Deposit or charged to you afterward (see the Move-Out Charge list below). We will seek collection for any remaining balance due. You **MUST** provide your forwarding address. **Email your forwarding address to [614rentleasingoffice@gmail.com](mailto:614rentleasingoffice@gmail.com), and fill out the requested bank information to return your Security Deposit via eCheck.**

When you signed the lease, you agreed to provide the following on the day the property is vacated:

- All rent, utilities, and other account fees **MUST be paid in full**, or a satisfactory written settlement agreement made with us for any balance due. Unpaid balances are deducted from the Security Deposit first.
- The entire property must be clean and all trash removed.
- Tile, vinyl, and hardwood floors must be cleaned and waxed.
- **During your move out process we offer an option for you to prepay to have your apartment and carpets professionally cleaned after your move out.** Please email our office at [614rentleasingoffice@gmail.com](mailto:614rentleasingoffice@gmail.com) to let us know you are interested. We will add the **\$259 cleaning fee and the \$149 carpet cleaning fee** to your lease ledger. **It will need to be paid in full no later than 30 days prior to your lease end date.** It will include deep cleaning the kitchen appliances, kitchen cabinets, kitchen floor, kitchen countertops, bathroom(s), tub(s) and/or shower stall, bathroom toilet(s), bathroom mirror(s), bathroom floors, bathroom vanity, bathroom sinks, window, blinds, and window ledges.
- If management is charged any additional fees from the cleaning service for any non routine cleaning they will be added to your move out report.
- If you do not choose this option management does reserve the right to charge for cleaning fees.
- All mini blinds should be firmly fastened, in good repair, and properly hung and cleaned. ALL broken window coverings will be replaced at your expense.
- Refrigerator, stove, oven, and microwave **MUST** be clean, defrosted, and plugged in, running at normal settings.



## MOVE OUT CHECKLIST AND CHARGES

- ◆ Replace the current drip pans with the correct sizes to avoid extra charges. Please take note of the following GE part order numbers for the required drip pans:
  - GE Part Order #: 3150246 - Two 6-inch drip pans
  - GE Part Order #: 3150247 - Two 8-inch drip pans

**On your move-out day, please ensure you install the new and correctly sized drip pans on the stove. Alternatively, you can leave them on the countertop.**

- ◆ All personal property, including furniture, motor vehicles, and all other items not on the property when you moved in, must be removed from the home and surrounding property. Anything left behind shall be regarded as abandoned and may be destroyed, hauled away, or otherwise disposed of at **YOUR** expense.
- ◆ Please be advised that Pioneer Energy Management cannot accept payments after your move-out date. Should you have an outstanding utility balance upon move-out, it will be added to your apartment account and must be paid directly to Property Management Services or deducted from your security deposit. You will not be reimbursed for any amount you have paid past your move-out date. **DO NOT DISCONNECT UTILITIES, YOU WILL BE CHARGED FOR THE RECONNECT FEE!**
- ◆ Contact your Internet, Phone, and Cable Company provider 45 days before your move-out date to remove or to return the equipment to their local service center. Failure to do so will be fined.
- ◆ Make your final trash pick-up arrangements. **YOU WILL BE CHARGED FOR THE COST OF THE REMOVAL OF ALL TRASH LEFT AFTER YOUR MOVE-OUT DATE!**
- ◆ Clean ALL windows, window tracks, and any door windows.
- ◆ ALL doors and windows must be properly locked or fastened.
- ◆ On the day of your move out, please lock your Townhome as well as garage and return ALL Townhome keys, the Key Fob, Mailbox keys, and garage door remote opener to **The Ravines At Rocky Ridge 5700 Rocky Ridge Landings Drive, Westerville, OH 43081**. Our office is open Monday through Friday between 10 am to 6 pm Eastern and Saturday from 10 am to 5 pm Eastern. **Please note that you will be CHARGED for all missing items as well as the cost associated with reprogramming the garage door remote opener.**
- ◆ As a reminder, we will not conduct a walkthrough of your apartment prior to moving out. However, we will require entry before your scheduled move-out date to predetermine vendor schedules. Residents could be responsible for damages not listed on the move-in condition form. You will hear from the management within 30 days of your move-out regarding any charges due or a security deposit refund. Also, please be sure to submit a change of address form to the post office so your mail is forwarded appropriately.
  - **If you move out during the cold months, please leave the thermostat set at 62 degrees.**

The attached Move-Out charge list is used to identify additional charges for repairs and cleaning items.



## Move-out Charge List

This is a list of the most common charges encountered when tenants move out and leave the premises in need of repair. Please note that these charges are estimates, actual charges may vary. Normal wear & tear, and the remaining life of the item in need of repair, have been considered.

CLEANING			
Clean refrigerator	\$75	Clean microwave	\$40
Clean stove top & under burner trays	\$50	Average whole cleaning - Garden Apartment	\$199
Clean oven & drawer	\$75	Average whole cleaning - Townhome	\$259
Clean stove hood	\$20	Odor removal	Varies
Clean kitchen cabinets	\$150	Wash windows - including tracks/inside	\$50
Clean kitchen floor (under stove/fridge)	\$50	Pest or rodent extermination	Varies
Clean tub/shower and surrounding area	\$125	Dusty or dirty window blinds	\$30
Clean countertops	\$40	Light dusting required throughout the unit	\$50
Clean toilet and sink	\$40	Wash light fixtures (each)	\$20
Clean sink	\$40	Sweep, vacuum, mop	\$50
Clean bathroom cabinets and floor (each)	\$50	Dust and wash trim	\$50
Clean greasy parking space	\$30	Wipe down walls	\$50
Furnace & Airduct cleaning	Varies	General Labor	\$60/hour
Carpet spot treatment (each)	\$50	Evidence of indoor smoking	Varies
Carpet steam light clean – 1BD Garden Apartment	\$105	Stopped or backed-up drains	Varies
Carpet steam heavy clean – 1BD Garden Apartment	\$200	Pest or rodent extermination	Varies
Carpet steam light clean – 2BD Garden Apartment	\$115	Furnace & Air duct cleaning	Varies
Carpet steam heavy clean – 2BD Garden Apartment	\$210	Clean fireplace	\$75
Carpet steam light clean - Townhome	\$130	Replace burner drip pans	\$50
Carpet steam heavy clean - Townhome	\$250	Clean dishwasher	\$50



## Move-out Charge List

<b>FLOORING</b>				
Remove carpet stain (per stain)	\$100		Replace kitchen linoleum	\$500
Deodorize carpet	\$175		Replace bathroom linoleum	\$400
Repair carpet (per spot)	\$150		Repair floor tile (per spot)	\$150
Repair LVT flooring (per spot)	\$150		Replace bathroom floor tile	\$350
Refinish hardwood flooring (per room)	\$300		Replace kitchen floor tile	\$450
Repair linoleum (per spot)	\$150			
<b>WALLS</b>				
Remove mildew and treat surface	\$85		Repaint (per wall/ceiling)	\$95
Cover crayon marks (per spot)	\$50		Repair nail holes (each hole)	\$20
Remove wall paper	\$495		Replace baseboard	\$150
<b>DOORS</b>				
Repair hole in hollow core door	\$175		Replace sliding glass door (double)	\$750
Repair forced door damage	\$175		Rescreen sliding door screen	\$125
Replace door (inside)	\$250		Replace sliding screen door	\$225
Replace door (exterior)	\$650		Replace garage door remote	\$75
Replace sliding glass door (single)	\$400		Replace interior door knob	\$50
<b>PLUMBING</b>				
Replace kitchen faucet	\$175		Replace toilet tank lid	\$75
Replace bathroom faucet	\$175		Replace toilet	\$295
Replace faucet handle	\$95		Replace toilet seat	\$75
Replace faucet aerator	\$50		Replace garbage disposal	\$195
Replace shower head	\$95			
<b>WINDOW AND WINDOW COVERINGS</b>				
Replace single window pane	\$295		Replace window screen	\$99
Replace double window pane	\$395		Replace window blinds	\$75
Rescreen window screen	\$75		Replace sliding door blinds	\$195



## Move-out Charge List

Vertical blind slat (per slat)	\$20		
<b>ELECTRICAL</b>			
Replace light bulb	\$10	Replace electrical cover plate	\$15
Replace light fixture globe	\$50	Replace electrical outlet/switch	\$50
Replace light fixture	\$175		
<b>LOCKS</b>			
Replace door key	\$50		
Replace cylindrical door lock	\$99		
Replace deadbolt lock	\$150		
<b>MISCELLANEOUS</b>			
Replace refrigerator shelf	\$129	Replace door trim woodwork	\$200
Replace stove/oven knob	\$40	Repair/Replace smoke detector	\$99
Repair ceramic tile	\$95	Repair/ Replace carbon monoxide detector	\$99
Repair ceramic tile countertop	\$725	Repair kitchen cabinet	\$199
Repair laminate countertop	\$399	Repair kitchen drawer	\$199
Replace laminate countertop	\$599	Removal of rented washed and/or dryer	\$199
Replace mirror	\$225	Replace door stop	\$10
Replace medicine cabinet	\$175	Kitchen refrigerator crisper tray/drawer	\$129
Replace towel bar	\$99	Countertop end siding (per side)	\$175
Replace shower/tub enclosure	\$1,399	Access Key fob	\$199
Replace thermostat	\$99	Garage door remote opener	\$99
Repair porcelain	\$75	Replace mailbox key	\$50
Remove junk and debris (per large bag)	\$50	Replace parking pass	\$50
Drywall repair - 6" x 6"	\$125	Dry wall anchor repair (per spot)	\$25
Drywall repair - 12" x 12"	\$200		