

Move Out Procedures

1. You may schedule a pre move-out inspection with Rebekah 1-3 days before the last tenant vacates the premises.
2. Use the move out cleaning checklist for a cleaning reference. I recommend doing the time consuming tasks (dusting baseboards, blinds, washing doors and walls, cleaning grout, cleaning inside cabinets). My cleaner charges \$40 per hour so the more you do, the less she does. Move out cleans generally range from \$100-800 depending on how much you do.
NOTE: Please do NOT leave all the cleaning for the few people who stay in the house through May. That is not honorable.
3. Do a complete inventory of all furnished rental items and document on the furnished rental inventory list (count silverware and dishware and note anything missing or chipped). I recommend you replace broken or missing items because you will be charged for ibethelhousing to replace.
4. Remove ALL personal belongings. You will be charged \$45 per to remove your items from the property. This can be time consuming to go through if the kitchen cabinets/drawers are left with misc. items. However, you may leave misc. items in a bag in the garage if items are in decent condition and you feel they could be used by future tenants.
5. Please arrange kitchen items and furniture in the same way as when you moved in. You will be charged \$45 per hour for someone to reorganize and arrange if you don't do this.
6. Clean inside of pots/pans or replace if they are scratched beyond use or you can't get them clean.
7. Make sure all furniture is dusted and/or cleaned. This includes inside dresser and nightstand drawers, trash cans, under couch pillow, dining chairs, etc.
8. Furniture must be put back in same orientation as when you moved in.
9. Dishes must be cleaned and properly put away.
10. Kitchen drawers and utensil holders must be cleaned (you will need to move kitchen items out of the way to properly clean).
11. Wash inside windows and easy to access outside windows. You do not need to remove any screens.
12. Shower curtains and liners must be mold free. If there is any mold or discoloration, you will need to replace. I recommend buying a new one for \$5 at TJ Max or Ross. You will be charged \$20 if ibethelhousing replaces it.
13. Wash all bedding and neatly fold on top of mattress.
14. Wash all couch covers if applicable.
15. Wash all kitchen towels, oven mitts, etc and neatly put away.
16. Wash all bath towels and shower curtains.
17. Remove all trash. A note regarding trash, **please plan ahead**. Trash may not be left in outside trash cans. We need trashcans free of discarded food which can rot and attract maggots. If trash service is coming within 3 days of you moving out, you may request to leave trash in cans.
18. **Replace lightbulbs.** You will be charged \$25 for each lightbulb that needs replacing (because of time it takes handyman to purchase and install).

19. **Replace air filter.** You will be charged \$40 for my handyman to do this. Please check with Rebekah if you are unsure of which size to buy. Installing the wrong size will get dirt in the AC coils and require servicing the unit.
20. Carpets and area rugs must be professionally cleaned AFTER everyone has moved out. You will need to submit the receipt showing that this has been done. You may also request for Rebekah to schedule the carpet cleaning and deduct the expense from your security deposit. Please use Russel's Carpet Cleaning.
- 21. Replace shower liners.**
22. Leave all house keys and garage remotes on kitchen counter.
23. Leave a list with all tenant addresses and/or email addresses so Rebekah knows where to mail/send security deposits.
24. Leave note with preferred payment method for deposit refund: Check, Zelle, or PayPal.
25. A note about security deposits. Security deposits will be returned on June 21, 2019. For U.S. students, deposits can be returned by check or paypal. For international students, deposits can be returned by paypal only. Students will be charged \$15 per student, to split the deposit and return individually. To avoid these charges you may request the full house deposit refund to be returned to **one** individual housemate.