**MOVE-OUT DETAILS**

**MOVE – OUT DATES**:

All of our property leases end on **August 6th, by 8:00 am** for Brown Heights and Bill Brown & Son. Please take advantage of the previous week and be ready to move out. Make sure that everything is moved out and the apartment is clean.

**UTILITIES:**

As stated in your Lease: **Do not disconnect the water or the electricity until August 10th.**

**RENT AND SECURITY DEPOSITS:**

All tenants must pay for ten days of rent for August. Security deposits will not be substituted for rent.

You must leave a forwarding address and phone # for the deposit settlement to be mailed to. Your deposit settlement will be mailed out on Sept. 6th to only one tenant in each apt. and roommates must settle refund.

**EARLY MOVE-OUT:**

If both tenants are moving out before August 6th, it would be to your advantage to contact the office as soon as possible. As long as all keys are turned in and the account is paid in full, management will make those tenants a priority when it is time to settle their security deposit refunds.

**KEYS/VISITOR PARKING PASS:**

All keys and visitor hang tags must be left on the kitchen counter in the apartment, including all extra keys that have made to the doors and to the mailbox. If all keys are not turned in, management will have all locks changed at a rate of $40.00 per lock. There will be a $25.00 fee for all Visitor hang tags that are not left on the counter as well. This process must be done in order to be eligible for the Security Deposit to be returned.

**REPAIRS:**

Tenants are not to do any repairs (patching holes of any kind, nails, tacks, darts, screws, painting, etc). Your lease states the only exception would be to hire a professional contractor approved by management.

**APARTMENT CLEANING REQUIREMENTS**:

Cleaning of the apartment must be done before the move out date. If the apartment has not been cleaned up to management’s, or the new tenant moving in standards, a charge for cleaning will be deducted from your deposit at a rate of $65.00 for a light cleaning, $100.00 for a routine cleaning, and up depending on conditions. Management has put together a list of detailed cleaning instructions.

**TENANTS BELONGINGS / $100.00 FINE:**

All tenants/roommates belongings will need to be removed from the inside and outside of the apartment before August 6th at 8:00 am.

In the past we have had several tenants that have not been ready to move out at our assigned date and time (this is when the lease actually ends). They had not removed all of their personal items or finished cleaning. They asked for extra time that we did not have and some had not even begun to pack or clean at all. The delay in the schedule affected the new tenants, all hired-out workers, and Management. For this reason, we have found it necessary to assign a charge of $100.00 per day. This fine will be charged to both tenants if all tenants/roommates belongings are not removed from the property by 8:00 am on August 6th.

All belongs left behind will either be thrown away or stored at the owners expense.

We have hired several outside companies to help us and each company (painters, cleaners, repairmen, carpet installers, and carpet shampooers) are all waiting for you to move out of your apartments so that they can begin their work. Each of them has a deadline to meet to be ready for the new tenants to move in. *Each step* affects the new tenants moving in.

All of these things were done prior to your move-in so we ask that each of you be respectful and follow all of these guidelines to avoid fines.

Thank you for your cooperation,

Brown Heights Properties

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|  | Ways to help avoid any deductions from your security deposit |
|  |  |  | Cleaning Price List for Apartment Inspection |
| **Cleaning Charges** |  |  |  |  |  |  |  |  |
| **1.**Refrigerator |  |  |  |  | $35 minimum |  |  |
| **2.** Oven |  |  |  |  | $45 minimum |  |  |
| **3.** Cabinets In/Out |  |  |  |  | $20 minimum |  |  |
| **4.** Microwaves |  |  |  |  | $15 minimum |  |  |
| **5.** Mini Blinds |  |  |  |  | $15 minimum |  |  |
| **6.** Vertical Blinds |  |  |  |  | $35 minimum |  |  |
| **7.** Bathtub/Shower |  |  |  |  | $25 minimum |  |  |
| **8.** Vacuum |  |  |  |  | $25 minimum |  |  |
| **9.** Dirty Walls |  |  |  |  | $50 minimum |  |  |
| **10.** Trash Removal |  |  |  |  | $10 per bag |  |  |
| **11.** Fans/Fanblades |  |  |  |  | $15 per fan |  |  |
| **12.** Window + Window Sill |   |  |  |  | $25 per window |  |  |
| \*General Apt. Cleaning will be priced per condition |  |  |  |  |  |
| **Damage Charges** |  |  |  |  |  |  |  |  |
| **13.** Vertical Blinds |  |  |  |  | $45-100 |  |  |  |
| **14.** Late Move-Out |  |  |  |  | $100 per day |  |  |
| **16.** Lost Visitor Parking Pass |  |  |  | $25 per pass |  |  |
| **17.**Mini Blinds |  |  |  |  | $25 per blind |  |  |
| **18.** Screw Holes |  |  |  |  | $20 minimum |  |  |
| **19.** Holes in wall |  |  |  |  | $50 minimum |  |  |
| **20.** Lost Door Key |  |  |  |  | $15 per key |  |  |
| **21.** Lost Mailbox Key |  |  |  |  | $15 per key |  |  |
| **22.** Screen Damage |  |  |  |  | $30 minimum |  |  |
| **23.** DON'T turn off breakers |  |  |  |  |  |  |  |
| **24.** DON'T unplug refrigerators |  |  |  |  |  |  |  |
| **25.** Turning off power/water before move out date |  | $50 minimum |  |  |
| **26.** Change out locks |  |  |  |  | $50 per lock |  |  |
| (if all keys aren't turned in by move out date) |  |  |  |  |  |  |
| **27.** Removing Tenants personal items/furniture |  |  | $50 minimum |  |  |
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| **Note:** Please be sure to clean the entire apartment including balcony/patio area. Do not leave |  |
| any unwanted items behind. We are not responsible for anything left. |  |  |  |
| This list does not include all items in the an apartment. |  |  |  |  |  |

**INSTRUCTIONS FOR CLEANING**

Different people have different ideas of the meaning of “clean.” Your cleaning will be judged according to Brown Heights standards and if the cleaning does not meet these standards, you will be charged.

* **GENERAL CLEANING**
	+ Vacuum
	+ Sweep/Mop
	+ Dust
	+ Clean and close all windows
	+ Remove cobwebs
	+ Remove all trash

* **KITCHEN**
	+ - * Clean Entire Room Including:
				+ Refrigerator
				+ Cabinets
				+ Stove/Oven inside and outside
* **BATHROOMS**
	+ - * Clean Entire Room Including:
				+ Remove shower curtain and rings
* **BEDROOMS**
	+ - * Clean Entire Room
* **LIVING ROOM**
	+ - * Clean Entire Room
* **HALLWAYS**
	+ - * Clean Entire Room

***THINGS OFTEN MISSED WHEN CLEANING:***

* Wipe down blinds with a cleaning product
* Dust both sides of ceiling fans
* Clean/Sweep baseboards and heaters
* Remove all residue from oven and stove top
* Clean inside, outside, and top of refrigerator and freezer
* Clean around edges of dishwasher
* Clean bathroom exhaust fans VERY CAREFULLY
* Clean toilets, bathtubs and sinks
* Replace burnt out light bulbs
* Vacuum/Scrub down all window sills (including metal grooves inside)
* Remove all trash from inside apartment and front/back decks

**Please be aware that management will do only a brief inspection of your unit and the new incoming tenants will have 3 days to complete their inspection. Management will take into consideration the vacating tenant’s original move-in inspection. The 3 inspection lists will be compared and the results will be returned to one appointed tenant from each apartment on September 6th.**

**LAST MINUTE REMINDER:**

Management has hired a professional painting crew to paint the walls after you have moved out of the apartment. Therefore, it is your responsibility to make sure the walls are cleaned before move-out day. If this is not done, there will be a fee of $30.00 for dust and cobweb removal and $50.00 for food drips and smoke removal. This charge will be in addition to the cleaning fee.

* **Remove all stickers, sticky residue, tape and stars. (“GooGone” cleaning products work well for this and can be purchased at most stores.)**
* **Clean all drips or food spills from the walls. Sweep off dust and cobwebs from all walls, baseboard and heaters.**
* **Do not unplug or turn off the refrigerator or freezer.**
* **Return rental modem and routers to Charter.**
* **Leave a forwarding address for your deposit settlement and remember that one settlement will be mailed out per apartment; therefore, roommates will need to decide which tenant the settlement should be mailed to and leave Management the information.**