



# Inside Edge Real Estate

## Sales & Property Management

1980 Dominion Way, Suite 103  
Colorado Springs, CO 80918

### Tenant Move-Out Instructions

Print this form as a guide for you to assist us in making your move-out a smooth transition. Our Goal is NOT to keep your Security Deposit, but to ensure you return the property in the same condition it was received. There are expectations and expenses relating to a move-out and this form should provide some clarification of our expectations.

1. **Utilities:** Do NOT turn off the utilities. Request a final reading through your last day stated on your Lease or any written agreement between you and Inside Edge Real Estate. You will be responsible for any costs associated with you turning them off.
2. **Security Deposit:** Your Lease states we have up to 60 days to process your Security Deposit Refund. Our goal is to ensure any and all expenses associated with your tenancy are paid. In fact when you consider what it takes to coordinate cleaning & repairs, loss days rent, time, gas, etc. It costs more money than your Security Deposit.
3. **Last Month's Rent:** Your Lease states you may NOT use your security deposit as Rent Payment. Your Rent is due on the 1<sup>st</sup> of each month and will be considered late after the 3<sup>rd</sup> day of the month. You are subject to Late Fees in accordance to your Lease.
4. **Staying Beyond Your Written Move-out Date:** You may not occupy the property beyond your move-out date. Doing so will result in a Penalty of 40% of your monthly rent.
5. **Move-Out Inspection:** Failure to show up for a move-out inspection or returning the property in the condition it was received results in a \$75 Admin Fee. This fee is in addition to any and all other charges needed to return the property to move in condition.
6. **Cleaning Expectations:** Utilize the Move-In Checklist you filled out at the time of your move-in. You may request a copy of this report anytime at least 7 Days prior to your last day of tenancy. It is always more cost effective for you to clean than it is for us to hire a cleaning service to clean your property. Remember to clean in and around all appliances.
7. **Carpet Cleaning:** Tenants are required to have carpets professionally cleaned and provide receipt.
8. **Minimum Charges for Inside Edge Real Estate to Perform Some Common Cleaning Items:**
  - **Refrigerator:** \$100
  - **Stove:** \$100
  - **Microwave:** \$50
  - **Kitchen Floors:** \$100
  - **Kitchen Cabinets:** \$100
  - **Kitchen Counters:** \$100
  - **Bathroom Floors:** \$50
  - **Toilets:** \$50
  - **Shower:** \$100
  - **Tub:** \$100
  - **Carpet Cleaning (Whole House):** \$300
  - **Door and Window Tracks:** \$150
  - **Window Cleaning (Interior):** \$100
  - **Ceiling Fixtures:** \$75
  - **Patch & Paint Nail Holes:** \$100
  - **Cleaning Walls, Banisters, & Baseboards:** \$100/hr
  - **Cleaning Doors & Doorknobs:** \$100
  - **Replace Light Bulbs:** \$50/Hr Min 1 Hour Charge plus cost of Bulbs
  - **Replace Smoke Detectors:** \$50/Hr Min 1 Hour Charge plus cost of batteries
  - **Trash Removal:** \$100 Charge plus Cost of Trash Service Company
  - **Garage Door Remote Control Replacement:** \$100/Each
  - **Mailbox Key:** \$50 Set
  - **House Keys:** \$50/Set
  - **Lawn Mowing:** \$100
  - **Weed Removal:** \$150



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## *Rental Property Move-Out Checklist*

- \_\_\_\_\_ Unit must be completely free of trash and all dust including closets, baseboards and cabinets.
- \_\_\_\_\_ All window coverings must be straightened, washed, cleaned and dusted or replaced.
- \_\_\_\_\_ All bathrooms and kitchens must be thoroughly caulked and cleaned including behind commode.
- \_\_\_\_\_ Fireplaces must be cleaned out and dust free.
- \_\_\_\_\_ Patios, balconies and storage closets must be swept and free from debris and trash.
- \_\_\_\_\_ All doorstoppers must work and any damages from previous problems corrected. Install if missing.
- \_\_\_\_\_ Appliances must be thoroughly cleaned, washed, and sanitized, including drip pans and knobs.
- \_\_\_\_\_ Light and plug switches must be replaced if cracked or stained.
- \_\_\_\_\_ At least 60-watt bulbs in all fixtures in working order.
- \_\_\_\_\_ Bath lights at 60 watts and all the same style bulb in place.
- \_\_\_\_\_ Any painting must be cleaned up thoroughly and consistent.
- \_\_\_\_\_ You must vacuum thoroughly when you leave.
- \_\_\_\_\_ All locks and doorknobs must be in excellent working order.
- \_\_\_\_\_ At least one window per room must work and blinds must be left down and in the open position.
- \_\_\_\_\_ All light covers must be cleaned (in the dishwasher, carry soap).
- \_\_\_\_\_ Ceiling fan blades must be cleaned and dusted, both sides.
- \_\_\_\_\_ The top of the refrigerator and stove must be spotless.
- \_\_\_\_\_ No stains should remain in the refrigerator or on porcelain in the bath. Use porcelain white out or bleach.
- \_\_\_\_\_ Baseboards must be washed and free of dirt and dust.
- \_\_\_\_\_ All drawers must be in good working order.
- \_\_\_\_\_ Check all keys and notify landlord if any do not work.
- \_\_\_\_\_ Check all appliances and HVAC and then leave at 60 degrees in winter and 80 degrees in summer.
- \_\_\_\_\_ Lawn, garden, and hedges must be trimmed, cut, and cleaned thoroughly.
- \_\_\_\_\_ Wallpaper must be washed, cleaned, and re-glued or replaced in a professional manner.
- \_\_\_\_\_ All bugs must be removed and cleaned from the unit.
- \_\_\_\_\_ All vinyl floors need to be mopped, waxed, and cleaned, including underneath cabinets. Do not wax over dirt.
- \_\_\_\_\_ "For Lease" sign must be in front of yard, close to sidewalk and sideways to home.
- \_\_\_\_\_ Plug in deodorizers are to be used in the make ready.
- \_\_\_\_\_ All pilot lights should be on or gas turned off to fixture.
- \_\_\_\_\_ Sinks to be cleaned (bleached if necessary), and garbage disposal tested and free from blockage.
- \_\_\_\_\_ Storage closets are to be swept, cleaned, checked for working lock and key.
- \_\_\_\_\_ All mirrors and windows should be cleaned inside and out.
- \_\_\_\_\_ All trash is not to be left, but removed to a dumpsite.
- \_\_\_\_\_ Fill in any nail holes with matching color.
- \_\_\_\_\_ Open all sink cabinets, and clean out all areas below.
- \_\_\_\_\_ Clean doors and door frames around them, including fingerprints, dust, etc.
- \_\_\_\_\_ Check the working condition of the STOVE.

- \_\_\_\_\_ Check the working condition of the OVEN.
- \_\_\_\_\_ Check the working condition of the REFRIGERATOR/FREEZER.
- \_\_\_\_\_ Check the working condition of the DISPOSAL.
- \_\_\_\_\_ Check the working condition of the WASHER/DRYER.
- \_\_\_\_\_ Check the working condition of the AIR CONDITIONER.
- \_\_\_\_\_ Check the working condition of the HEATER.
- \_\_\_\_\_ Check the working condition of the HOT WATER HEATER.
- \_\_\_\_\_ Check the working condition of all SINKS FOR LEAKS.
- \_\_\_\_\_ Check the working condition of the GARAGE DOOR OPENERS.
- \_\_\_\_\_ Check the working condition of all WINDOW AND DOOR LOCKS.
- \_\_\_\_\_ Check the working condition of \_\_\_\_\_.