

MOVE-OUT INSPECTION REQUIREMENTS

Checkout inspections **MUST** be arranged with Justin at BRAXCO call 435-512-6114 to set up an appointment! You must call at least 3 days prior to your move out date to schedule an inspection appointment. Your pro-rated rent will include the day of inspection.

In order to receive an explanation of retainage or refund of your security deposit, you must complete each item listed below to the satisfaction of Coldwell Banker Gold Key Realty Property Management. Any item not completed will be charged against your deposit. You will be charged for any damage to the apartment that occurred during your tenancy, except for reasonable wear and tear. All keys must be given to Coldwell Banker Gold Key Realty Inc. upon inspection. A \$50.00 re-key fee will be charged for failure to return all keys. You will receive a statement of itemized charges to your deposit and any refund or invoice within 30 days after termination of tenancy or within 15 days after receipt of your new mailing address, whichever is later.

All cleaning must be completed prior to inspection. All personal furniture and items must be removed from the property.

You cannot stay in the dwelling after the inspection is completed.

KITCHEN:

1. Clean all cupboards & drawers inside and out. Clean counter-tops.
 2. Clean and defrost refrigerator/freezer. Pull refrigerator out to clean behind and underneath. Leave all parts including ice trays and butter dish. Clean exterior surface and on top of refrigerator. **TURN TEMPERATURE TO LOWEST SETTING. DO NOT UNPLUG!**
 3. Clean oven, stove, and hood including hood fan filter. Leave all parts including broiler pan. Clean exterior surfaces, including drip pans.
 4. Clean inside of dishwasher and exterior surfaces.
 5. Replace any burned out light bulbs and clean light fixtures.
 6. Clean sink and run disposal to ensure it is left empty.
 7. Wash walls and baseboards. Wipe off doors on both sides; pay special attention to corner areas.
 8. Clean floors including all scuffs.
 9. Wash windows inside and out, window tracks, and ledges.
- *Kitchen and bathrooms are the most common areas we find problems.

BATHROOMS:

1. Clean all cupboards & drawers inside and out. Clean counter-tops and shelves.
2. Clean and shine all mirrors.
3. Clean sink, toilet, and bathtub. Remove any hard water stains and soap scum.
4. Wash walls and baseboards. Wipe off doors on both sides.
5. Replace any burned out light bulbs and clean light covers.
6. Mop floor, paying attention to corners. Wash windows inside and out, window tracks, and ledges.

BEDROOMS:

1. Wash walls and baseboards. Wipe off doors on both sides.
2. Clean windows inside and out, window tracks, and ledges.
3. Clean closet shelves.
4. Replace any burned out light bulbs and clean light covers.

GARAGE:

1. Sweep and wash out floor of garage and driveway. Clean up any oil stains.
2. Replace any burned out light bulbs.
3. Wipe off doors on both sides.

HALLWAYS AND STAIRWAYS:

1. Wash walls & baseboards and wipe off doors on both sides.
2. Wipe off handrail on stairway.
3. Clean shelves in closets.
4. Replace any burned out light bulbs and clean light covers.

UTILITY/LAUNDRY AREA:

1. Wash walls and baseboards and wipe off doors on both sides.
2. Clean windows inside and out, window track, and ledge.
3. Replace any burned out light bulbs and clean light covers.
4. Mop floor.
5. Ensure water taps are not dripping.

ENTRY WAYS AND PORCHES:

1. Sweep cement patios and porches.
2. Clean doors on both sides.
3. Replace any burned out light bulbs and clean light covers.
4. Remove any trash and personal belongings.

GENERAL:

1. All personal belongings must be removed from the premises.
2. All mini blinds must be cleaned.
3. Ensure smoke alarm batteries work. Install new batteries if they need to be replaced.
4. Do not clean carpets- we will have them professionally cleaned after your inspection. This charge will be deducted from your deposit as per your contract.
5. If there is any general cleaning to be done after your inspection those charges will be deducted from your deposit which is \$20.00 per hour.
6. Any repairs that are needed do to tenant neglect will be taken out of the security deposit as per your rental contract section 4 Inventory Damage, which will be \$25.00 to \$30.00 per hour plus material.
7. Your rental unit must be completely vacant in order to be inspected. If you schedule an inspection and are not prepared, you will be billed a \$25.00 re-inspection fee.

If you are not present at your inspection then it is understood that you have chosen to have us handle all the necessary cleaning and repairs that need to be made. This amount will be deducted from your deposit and the remainder will be sent to you within 30 days. If your deposit does not cover all charges you have agreed to pay for the charges within 30 days of receiving your bill.

If you have any questions please call 435-755-3010 to avoid any misunderstandings later!

Thank you!