



Move Out Instructions Packet

To: _____ and all other occupants residing at: _____.

In this packet, you will find information regarding important dates, guidelines, replacement costs and other general information about moving out. If you have any questions or concerns, please contact our main office at (530) 893-3480.

According to our records, _____ is the last day of your lease and your move out day.

Moving Out

When you are completely moved out and all of your furniture and personal items have been removed from the residence, please place **ALL** keys, remotes, etc. in an envelope labeled with the property address and unit number if applicable. Return the envelope to our office located at 123 W. 6th Street Suite #130, Chico, CA 95928 during business hours, Monday-Friday from 9:00am to 5:00pm, or in the afterhours drop box.

Shortly after your lease expires, your residence will be inspected. If you wish to be present at this final inspection, please make an appointment at least 48 hours prior to your move out date.

You also have the right to an initial move out inspection. This initial inspection can help identify tenant charge damages and allow you time to make approved repairs or perform additional cleaning before your lease ends in order to maximize your security deposit reimbursement. If you would like to schedule an initial move out inspection, please call or email Hill Properties in advance to arrange an appointment. The initial move out inspection is only scheduled between 14 and 2 days prior to your move out day.

We have included in this packet a **Tenant Maintenance Charges** list that is based on today's labor and materials costs for replacement, repairs and painting. All cleaning time is charged on actual time depending on the condition of the unit. **We encourage you to do as much of the cleaning yourself to reduce the deductions to your security deposit and to maximize the amount of refund you will receive.** Please see the "Cleaning Tips & Guidelines" provided in this packet.

Security Deposits

At the beginning of your lease, a security deposit was collected to cover any tenant related damages, cleaning or unpaid balances at the end of the lease period. Hill Properties will perform a final move out inspection after all of the tenants have moved out and will provide an itemized Move Out Statement and any refundable deposit, by mail, within **21 days** of the move-out date. Unless other arrangements are made with Hill Properties, the remaining security deposit will be divided by the number of tenants on the lease and a mailed to each tenant with a copy of the Move Out Statement. If the move out charges total more than the security deposit paid, your Move Out Statement will reflect the balance due.

A Landlord is allowed to deduct from the security deposit for the following reasons:

- (a) payment of any rent or other charges that remain unpaid at the end of the lease
- (b) the repair of damages that are tenant caused during the time they occupied the unit,

- (c) if necessary, the repainting of the residence
- (c) removal of trash and the cleaning of the premises to meet re-rental standards, as provided by law
- (d) to have the carpets professionally cleaned.

Outstanding Account Charges

You will be notified of any balance remaining on your rent register by the 10th of the month, as usual. Please make arrangements to pay any outstanding balances before your lease ends. Any unpaid balances, overpayments or credits on your account at the time your lease ends will be applied or deducted from your security deposit.

Forwarding Address Form

In this packet, you will find a "Forwarding Address Form". Please make sure each roommate provides a forwarding address. Please enclose this form in the **SAME** envelope as the keys when you move out. If you do not provide a forwarding address, all future correspondences, including your security deposit itemization, will be sent to your last known address. (your current address listed above)

Don't forget to forward your mail!

After you have moved out, the post office will mark your mailbox "vacant". If you do not provide your forwarding address to the post office, your mail, bills, etc. will be returned to sender. You can complete the mail forward request at the post office personally or at: www.usps.gov

After you have received your itemization

Due to the large number of move outs and itemizations our office prepares each summer, we cannot discuss security deposit charges over the telephone. If you have questions about the move out charges, please send them **IN WRITING** to:

Mail: **Hill Properties 123 W. 6th St., Suite 130, Chico, Ca 95928**

Email: **info@hill-properties.com**

We hope the information provided will help create a smooth transition to your next home. If you have any questions regarding the move out process, please contact Hill Properties at (530) 893-3480.

Sincerely,

Hill Properties

Cleaning Tips & Guidelines

You can greatly reduce the cost of cleaning your unit after move out by taking some time to do it yourself. Tenants should plan for an entire day or more for cleaning after all personal belongings have been moved out. Cleaning may take longer if you have not been regularly cleaning throughout your tenancy. If that's the case, you may want to plan for several days of cleaning. If professional cleaning is required after your move out, this cost will be deducted from your Security Deposit. A copy of the invoice will be sent to you along with your Move Out Statement.

GETTING STARTED

1. It is easiest to clean from the top to the bottom. Start with the light fixtures, windows, cupboards, drawers, appliances, etc. then clean the floor last.
2. You may want to designate an individual job for each roommate
3. Remove all of the blinds to clean all at once. Blinds can be cleaned easily in a bathtub or lay them out on the lawn and use a sponge and hose. Hang them to dry for an hour and re-install. **BE CAREFUL.** If the slats are bent, you will be charged for the replacement of the entire blind.
4. Check your cabinets and drawers for any items that might have been forgotten before you get started. Remove all contact paper.
5. Remove all light fixtures throughout and run them through the dishwasher. Reinstall after cleaned. Tenants will be charged for replacement of light bulbs, so replace any burned out bulbs before you vacate.
6. Remove any cobwebs from ceilings, walls and vents. Also remove any hooks, tacks or nails.
7. Anything you bring in with you, you must take out! Remove any toothbrush holders, contact paper, mirrors, etc.
8. Don't forget to notify the utility companies and the post office that you have moved!

KITCHEN

1. Remove the kitchen blind/drape to clean, if there is one.
2. Remove all drawers and shelves to clean. Clean inside and out including butter compartment, egg holder and all of the seals around the doors. Don't forget to clean the top! **DO NOT CHIP ICE FREE WITH ANYTHING SHARP.** If you puncture the inner wall of the refrigerator you will be charged to replace it. You do not need to clean under or behind the refrigerator. Leave the refrigerator plugged in.
3. Remove all contact paper from cabinets and drawers. Wipe out drawers and cabinets.
4. Remove and soak all of the knobs, drip pans and hood filter in warm soapy water. If the drip pans are beyond cleaning, they are cheap to replace. Take the set with you to the hardware store to ensure correct replacement (\$3-8 ea). Lift stove top to clean underneath. Clean fan hood, stovetop, sides, handles and drawer on the bottom of the stove. Oven cleaner should be used on the inside only. Use according to instructions. Be careful not to drip onto the floor or any other part of the stove/oven. **DO NOT USE OVEN CLEANER IF YOUR OVEN IS SELF-CLEANING!!!**
5. Clean windows, screens, sills and windows. Vacuum your sills and window tracks to remove any dirt or bugs. Wipe clean.
6. Clean dishwasher thoroughly inside and out. Run it one last time with nothing in it.
7. Wipe off all counters, sink and fixtures. Run your garbage disposal once to clean it out.
8. Sweep and mop floors.

LIVING ROOM/ DINING ROOM/ BEDROOMS / HALLWAY

1. Remove and clean all blinds and light fixtures. Clean light fixtures as above (Kitchen #2) If you have a vacuum cleaner that has the removable attachment, vacuum cobwebs, vents, windowsills, tracks and baseboards first.
2. Clean windows, patio doors, sills, and tracks. Remove stickers and tape.
3. Wipe down both sides of painted doors. Remove rubber bands, stickers and tape.
4. Wipe down doorjamb.
5. Remove and clean smoke detectors. Replace battery if necessary.
6. Clean ceiling fans and light fixtures. Replace bulbs if necessary.
7. Wipe down closet doors, shelves and doorjamb.
8. Vacuum out water heater closet and wipe down heater.
9. Wipe outside and inside lid and drum of washer and dryer. Remove, cobwebs or lint (vacuum). Clean out lint trap. No need to clean behind or under washer and dryer.
10. Wipe the top and sides of A/C thermostat.

BATHROOMS

1. Remove and wash light fixtures as suggested above. De-web ceiling, walls and vents.
2. Remove contact paper, trash and personal items from all drawers and cabinets. Vacuum and wipe out.
3. Clean counter top, sink, fixtures and mirror. Use a toothbrush to get around the sink and faucet.
4. Clean inside of toilet, tank and base. For tough stains try a pumice stick. You can find these at most grocery or drug stores where mops and brooms are kept.
5. Remove shower curtain. Clean tub, shower walls and fixtures. There are many cleaning products that will help remove soap scum and dirt.
6. Wipe both sides of the door. Wipe doorjambs and baseboards.
7. Sweep and mop floors.

YARDS / PATIOS / BALCONIES

1. Remove all trash and debris from around your apartment (i.e. bottle caps, cigarette butts, etc.) Remove and dispose of furniture and/or other large items. You will be charged for the removal/disposal of anything you have left behind. Do not place extra large items in trash can or dumpster.
2. Remove and clean light fixtures. Replace bulbs if needed.
3. De web patio/balcony areas and eaves. Hose down /sweep patios clean.
4. De trash and sweep out storage closets.
5. Wipe inside and outside of front door, along with the apartment number.

VACCUUM---DONE!



HILL PROPERTIES

2017 Tenant Maintenance Charges

Pricing includes labor & materials

Window Screens

X Small	new screen	\$34	rescreen	\$29
Small	new screen	\$39	rescreen	\$34
Medium	new screen	\$45	rescreen	\$37
Large	new screen	\$55	rescreen	\$43
Sliding door	new screen	\$162	rescreen	\$59

Blinds

Small		\$58		
Medium		\$76		
Large		\$93		
Vertical blinds		\$100		
Vertical blinds slat		\$15	per slat	

Hardware

Towel Bar		\$32		
TP Holder		\$15		
Toilet Seat		\$45		
Sink strainer		\$15		
Tub/shower stopper		\$35		
Shower Rod		\$36		
Range Drip pan		\$15	per pan	
Closet rod		\$35		

Electrical

Garbage disposal		\$160		
Light Fixture		\$35	flushmount	
Light Cover		\$15	globe/jelly jar	
Outlet Replace		\$15		
Outlet Cover/Light Plate		\$5		
Ceiling Fan w/ light	44"wid	\$155	52" wide	\$200
Smoke/CO detector		\$70	ea	
Light Bulbs (incandescent)		\$5	ea	
Light Bulbs (LED)		\$11	ea	
Light Bulbs (Halogen)		\$15	ea	

Specialty or custom fixtures will be charged as billed + labor

Doors

Interior Finished Door		\$145	ea	
Interior Paint Grade Door		\$195	ea incl paint cost	
Exterior		\$380	ea	
Interior Jam		\$200	ea	
Exterior Jam		\$275	ea	
Closet slab		\$105	ea	
Door Stopper		\$6	ea	
Keyed Knob		\$65	ea	

Paint

Labor:

Minor touch up -		\$43	per hr	
Repair nail holes, scuffs, etc.				+ materials
50% of time spent				
Major hole or damage caused by the Tenant		\$43	per hr	
100% of time spent & materials				+ materials
Complete repaint of unit interior required				
If 3 yrs since complete repaint				no charge
If under 3 yrs since complete paint:				
<i>Total cost / 3 years x # years lost life of paint</i>				<i>as calculated</i>

Paint materials:

Paint/no charge if 1/2 gallon or less used		\$30	gallon	
patching materials charged as needed				

Maintenance charges

Hourly charge for unspecified items.		\$43	per hr	
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Flooring

Carpeting

If 6 years since replacement				no charge
If under 6 years since replacement:				
<i>Total cost time & materials / 6 years x # years los</i>				<i>as calculated</i>

Linoleum/Vinyl/Laminate/Wood

The life of the flooring product is established by the manufacturer.
 Replacement: *Total cost time & materials / years*
 (manufacturer recommendation) x # years lost life of flooring
Repairs made to flooring is charged to the Tenant as
 invoiced by contractor.

Other

Furniture removal or comparable volume of detrash		\$50	ea Item	
Lockout charge		\$50	per srvc call	
Rekey Entry lock/Mailbox lock		\$55	per lock	
Replacement Key- copy		\$15	per key	
Pool/Rec/Fitness Room key		\$100	per key	
Garage/Gate Remote		\$75	per device	
Cleaning				Invoiced by vendor
Carpet cleaning				Invoiced by vendor
Window Replacement				Invoiced by vendor
Appliance replacement parts				Parts + Labor

Forwarding Address & Security Deposit Disposition Instructions

Print this form and return with keys-ONE form per apartment.

Property Address: _____

Please provide the requested information and return on or before your move out day. If this form is not returned by the move out inspection, any refundable deposit will be divided equally between all Tenants and sent to the most current address on file. If the refundable security deposit is to be sent in the name of ONE person only, select the option below and provide their contact information. This option is not available unless this form is signed by ALL Tenants.

Forwarding Address:

PRINT: Name _____ Address/City/State/Zip _____ Phone _____

PRINT: Name _____ Address/City/State/Zip _____ Phone _____

PRINT: Name _____ Address/City/State/Zip _____ Phone _____

PRINT: Name _____ Address/City/State/Zip _____ Phone _____

PRINT: Name _____ Address/City/State/Zip _____ Phone _____

PRINT: Name _____ Address/City/State/Zip _____ Phone _____

Make the refund check out to ONE person

We, the current tenants of the above named property, release our claim to any refundable Security Deposit to the person named below:

PRINT: Name _____ Address/City/State/Zip _____ Phone _____

1) _____
Sign _____ Date _____

2) _____
Sign _____ Date _____

3) _____
Sign _____ Date _____

4) _____
Sign _____ Date _____

5) _____
Sign _____ Date _____

6) _____
Sign _____ Date _____