

MOVE OUT PROCESS

Obtain the same clean look as when you first moved in.

Then please do the following:

- 1. Complete a written and signed notice required by tenants (include full name, unit number, and move out date)**
- 2. Return your keys**
 - Main keys - Front door keys (Bolt and Knob)**
 - Mail keys**
 - Laundry keys**
 - Garage key + Remote if applicable**
- 3. Fill out the “Forwarding Address” form (pick up from office)**

It takes 30 days to receive your security deposit by mail. Please wait at least 30 days before contacting us regarding receiving your deposit.

Move Out Charge Form | Damage Fee Schedule

Tenant Name: _____

Apartment: _____

Address: _____

Bedrooms: _____ Bath: _____

Lease Form: _____ To: _____



Security Deposit	
Interest (+)	
Past Due Charges (-)	
Move Out Charges / Repair Damage Fee's (-)	
**Value in Negative is Owed by Tenant	Total Refund =

Forwarding Address: _____

Cleaning

	\$50.00	Refrigerator
	\$50.00	Stove Top / Oven
	\$25.00	Drop Pans
	\$15.00	Kitchen Cabinets
	\$20.00	Moping/Polish Flooring (Per Room)
	\$60.00	Bathroom Cleaning
	\$40.00	Carpets (Mandatory Per Room)
	\$30.00	Vacuum (Entire Unit)
	\$9.00	Window Cleaning (Per Window)
	\$18.00	Patios/ Balcony
	\$20.00	Wood Floor (Per Room)

Walls

	\$35.00	Cover Crayon / Marker / Scuffs
	\$55.00	Repair Hole In Wall
	\$45.00	Repaint Wall (Per Wall)
	\$40.00	Touch Up Paint (Per Wall)

Beyond Normal Wear & Tear

Windows & Treatments

	\$150.00	Replace Window Pane
	\$25.00	Replace Mini Blind
	\$6.00	Replace Vertical Blind Slat
	\$18.00	Replace Window Screens (Per)

General Repairs

	\$14.00	Stove / Oven Knob
	\$90.00	Floor Planking / Vinyl Tile
	\$14.00	Kitchen / Bath Faucets
	\$35.00	Mirror
	\$75.00	Medicine Cabinet
	\$22.00	Towel Bar
	\$125.00	Tub / Shower Tiles
	\$135.00	Porcelain
	\$45.00	Thermostat
	\$195.00	Furniture / Junk / Belonging - Hauling

Locks

	\$12.00	Replace Key
	\$100.00	Replace Door Lock
	\$100.00	Replace Deadbolt

Plumbing

	\$65.00	Kitchen Faucet
	\$65.00	Bathroom Faucet
	\$30.00	Shower Head
	\$16.00	Toilet Seat
	\$65.00	Garbage Disposal
	\$95.00	Sewer Lines

Doors

	\$130.00	Forced Door Damage (Interiors/Exterior)
	\$100.00	Replace Door (Interior)
	\$525.00	Replace Door (Exterior)
	\$165.00	Replace Sliding Glass Door
	\$35.00	Replace Screen (Door)

Electrical

	\$7.00	Light Bulb
	\$14.00	Light Fixture Globe / Cover
	\$55.00	Light Fixture
	\$18.00	Outlet / Switch / Cover Plate

Miscellaneous

	\$100.00	Hold Over Fee (Per Day) Number Days: _____
	\$40.00	Labor (Per Hour)
	\$500.00	Smoke Damage Repair (Cigarette & Other)
		1)
		2)
		3)

Pest Per Visit

	\$200.00	Exterminate for Cockroaches
	\$200.00	Exterminate for Fleas
	\$450.00	Exterminate for Bed Bugs

Furniture Removal/ Trash-out

	\$450.00	Sofas/Beds/Miscellaneous Items
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Manager / Agent: _____

Date _____

Tenant is responsible for all the damages and cleaning cost. This document is a receipt of all services and repairs performed by Suburban Apartments Maintenance and Repair staff.