



El Dorado Hills Premier Property Management Company

Bear Flag Property Management

MOVE OUT CHECKLIST

Monday –Friday 9:00 AM to 5:30 PM

Now that you are moving out, your lease agreement requires that you leave the property in a clean and undamaged condition.

We have every intention of returning your security deposit as long as you have fulfilled your agreement with us.

Bear Flag Property Management receives NO compensation from vendors and/or other deductions from your deposit. Funds withheld are for expenses incurred to return the property to the same condition as when you moved in.

The following information is provided to help you get your security deposit returned without any misunderstandings:

- According to the terms of your lease, *Bear Flag Property Management* has 21 days to return your security deposit. Security deposits will be mailed to the forwarding address you provide within 21 days after *Bear Flag Property Management* receives the keys to the property. Refunds cannot be picked up at the office.
- **Remember to CLEAN your rental property inside/outside to avoid any charges against your deposit because you will not be allowed to re-enter for additional cleaning or repairs after inspection.** We recommend you use our cleaner to avoid additional cleaning charges if something is missed. Her contact info is: **Katya Grande-Lopez (916) 640-3557**

PREPARING FOR MOVE-OUT

- You must provide the office with a complete Forwarding Address.
- Keys must be turned in by the expiration date of the lease or pro-rated rent will be charged daily until they are turned in.
- Turn in all garage door openers.
- If mailbox keys were originally issued by the Post Office, they should be turned in to the *Bear Flag Property Management* office. (5170 Golden Foothill Pkwy., El Dorado Hills, CA 95762)

We will conduct a final move-out inspection after all furnishings have been removed and all CLEANING accomplished and the keys are turned in to *Bear Flag Property Management*.

The property manager will compare the move-in pictures, the move-out pictures, your move-in check list and the reports from the maintenance personnel after your move-out to determine if there will be any charges against your security deposit.



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Utilities must be left on, however you may remove your name effective your last day of tenancy and request a final reading from the Utility company. There will be a \$125.00 charge for reinstating the Utilities after you have left the property if you have them shut off.

Tenants are not permitted back on the property after vacating.

The following suggestions & helpful reminders are listed to ensure the maximum return of your security deposit. Also here are some helpful reminders of items that many people overlook or forget upon vacating. Please use this checklist as a guideline.

The condition of the property will be evaluated according to, but not limited to, the following:

INSIDE

- All personal belongings must be removed from the premises.
- PAINTING: Please remove all nails - do not fill holes caused by picture hangers, or touch up paint without approval. If you paint & it does not match or if you do a poor job of filling holes, you will be charged for necessary painting to match the existing paint or to redo spackling. Charges for painting depend on length of time in the property and whether it exceeds normal wear & tear.
- CARPET CLEANING: Tenants are required to have the carpets PROFESSIONALLY CLEANED at the time of move-out. A receipt from a professional carpet cleaning company must be provided to us when you turn in your keys.
- DO NOT rent machines from a store or use home cleaning machines. Only professional cleaning is acceptable. Spot treat carpet as needed. Pet enzyme treatment is required if you have had pets. If you hire a carpet cleaner other than the ones we use, BE SURE the carpet cleaner will guarantee their work to *Bear Flag Property Management* standards/satisfaction. You are more than welcome to use the company we use for all of our carpet cleaning. Fairest of All Carpet Cleaning, (916) 987-1430. If the cleaning is not done to our satisfaction, tenants will be charged for any additional expense.
- Clean vinyl, wood and/or tile flooring. Clean and dust all baseboards.
- Be sure to clean or replace air conditioning and heating filters as you vacate the property.
- HVAC and water heater enclosures should be vacuumed.
- Walls and ceilings must be cleaned and free of cobwebs and lint and spot clean walls as necessary.



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- Clean fireplace, hearth and mantle, remove ashes and debris. Be sure hot ashes are properly extinguished prior to disposing. Clean ALL wall switch plates and outlet covers.
- Clean ALL windows inside and out, clean window sills, mini-blinds and vertical slats thoroughly. Be careful not to bend or damage the slats when cleaning.
- Clean mirrors, window and sliding glass doors with glass cleaner. Also clean window and sliding glass door tracks.
- Clean ceiling fans & light fixtures. Replace burned out or missing light bulbs and be sure to use the correct wattage and type. Replace broken globes. Make sure the ceiling fan blades including the top and light kits are clean. Also check the ceiling surrounding all fans. Often dust has gathered by the fans and adheres to the ceiling. One of the easiest ways to clean this is to lightly sweep the ceiling with a broom.
- Smoke alarms must be operative. Replace batteries as necessary.
- Clean ALL closets, storage spaces and shelving free of dust, spider webs and miscellaneous debris.
- Clean Kitchen appliances inside and out, replace burned-out light bulbs: Clean oven, stove and under drip pans. If the drip pans and rings on the range are not clean and in like-new condition, it would be more economical for you to replace them yourself, rather than to be charged for them. Foil covering drip pans is not acceptable.
- Clean oven/range hood vent including filter. Wash out refrigerator and compartments, including freezer. Don't forget to wash off the top exterior of the refrigerator and clean the rubber gasket around refrigerator and freezer door. Clean bottom vent.
- Garbage disposal should be clean and free of debris. (Do not use fingers to check)
- Clean sinks, faucets and countertops - free of stains, scale and rust. Replace and return stoppers to sink.
- All countertops, cabinets and drawers must be cleaned.
- All cabinets must be cleaned - Thoroughly clean and wipe the inside & outside of all cabinets.
- All drawers must be cleaned - Thoroughly clean and wipe the inside of all cabinet drawers and shelves.



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- Clean Bathrooms: Clean counter tops, sink(s), soap dishes, tiles, fixtures, tub and/or showers. Be certain they are free of mold/mildew, soap scum, scale and rust.
- Clean mirrors, light fixtures and medicine cabinets. Thoroughly clean and wipe the inside & outside of all cabinets. Thoroughly clean and wipe the inside of all cabinet drawers and shelves.
- Clean toilets inside and out and remove all lime deposits. Clean toilet seat surfaces, top and bottom.
- Mop or vacuum flooring. Do not use scouring power to clean acrylic or fiberglass tubs. It will ruin the finish.

OUTSIDE

- Lawns must be neatly mowed and edged, trees and shrubs trimmed or pruned, yard watered and all trash and debris removed.
- Any animal droppings are to be picked up and disposed of.
- All trash and garbage must be removed from the premises (including curbside). If you have trash that exceeds the normal pickup, you are to arrange to have it hauled away.
- Replace damaged screens and windows.
- Walkways, driveways, patios and garage floors must be cleaned and free of oil, grease and other debris.
- Repair pet damage and treat for fleas / ticks etc.
- Clean outdoor light globe(s), replace burned out or missing light bulbs.
- Our experience has been that after the work and stress of moving out, tenants may be too busy and exhausted to clean the house. We recommend considering a professional cleaning company. If you hire a professional cleaning service you should provide them a list of what we expect and oversee and inspect their work. Please follow the above instructions carefully. If the house does not meet the prerequisites after the inspection, applicable charges will be made with no **exceptions**.

Tenants are not permitted back on the property after vacating. Upon leaving, please be sure to fully secure the property by locking all windows and doors.



Bear Flag Property Management

We have compiled a list of average charges. Nothing herein shall be construed as a limitation on management's rights to pursue resident for damages not specifically listed herein:

POSSIBLE CHARGES TO SECURITY DEPOSIT - GENERAL CLEANING CHARGES:

Estimated Charges for Move-Outs*

All labor is charged at \$125.00 per hour

Cleaning		Replacement/Damages	
Refrigerator	\$70.00	Garage Remote	\$75.00
Dishwasher	\$15.00	Keys Not Returned	\$50.00
Stove Top	\$30.00	House Re-Key	\$125.00
Oven	\$50.00	Mailbox Re-Key	\$75.00
Exhaust / Hood / Filter	\$30.00	Toilet Seat	\$35.00
Microwave	\$35.00	Standard Lightbulb	\$5.00
Drip Pans	\$45.00	Halogen Light Bulb	\$20.00
Cabinets / Drawers	\$45.00	Light Fixture	\$75.00
Counter	\$25.00	Blind	\$75.00
Sink / Disposal	\$25.00	Vertical Blind Slat	\$5 ea.
Kitchen Floor	\$50.00	Painting	\$400 a room
Bathroom Floor	\$50.00	Wall Damage	\$95 a room
Tub / Shower	\$40.00	Ceiling Fan	\$150.00
Toilet	\$25.00	Slider Screen Door	\$125.00
Bathroom Sink	\$10.00	Window Screen	\$65.00
Wall / Ceiling	\$75.00	HVAC Filter	\$20 ea.
Mini Blind	\$35.00	Interior Door	\$125.00
Windowsill	\$10.00	Exterior Door	\$325.00
Window track	\$10.00	Smoke Alarm	\$55.00
Mirror	\$15.00	CO Detector	\$55.00
Ceiling Fan	\$45.00	Carpet Deodorize: <i>Actual Cost</i>	
Light Fixture	\$20.00	Pet Damage	\$395.00
Patio / Balcony	\$25.00	Remove pet feces from any area	\$150.00
Heater / Vent Cover	\$15.00	Disposal	\$225.00
Garage	\$35.00	Refrigerator	\$950.00
Driveway Oil Stain	\$75.00	Dishwasher	\$600.00
Fireplace	\$75.00	Stove	\$750.00
Haul trash, debris, unclaimed items to City landfill	\$400.00	Microwave	\$550.00
Batteries	\$10.00	Mow and Trim Lawn	\$150.00
Satellite Dish Removal	\$295.00	Weed and Mulch Beds	\$150.00

The above minimum charges are subject to change at any time without notice.



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COST AND LABOR WILL BE CHARGED FOR: Counter Repair * Carpet Replacement * Vinyl Replacement * Drywall Repair * Painting * Mow and Trim Lawn * Trim Shrubs

****If you have any questions, please send us an email at martinatencio@bearflagre.com****

We hope you have a pleasant move and wish you all the best in your new home.

Questions concerning deposit deductions / refunds must be submitted in writing – no phone calls please!

Note: All cleaning, yard work, etc. must be completed on or prior to lease expiration date. Should you not fulfill all of these obligations, Bear Flag Property Management will complete them for you at your expense. **Bear Flag Property Management will add a \$295.00 coordination fee to schedule repairs/unfinished work.**

Thank you for your cooperation.

Bear Flag Property Management