

# MOVE OUT PROCEDURES

Our goal is to make sure you get back as much of your deposit as possible when you move out. In order to achieve this, we have drafted the following:

**COMPLETE CLEANING:** The refrigerator, oven, stove, burners, burner pans (to be replaced if necessary), countertops, pantry shelves, floors, mirrors, inside drawers, ceiling fan blades, windows, window sills, window coverings, toilets and base, light fixtures cleaned, tubs, shower doors and bathroom fixtures free of water deposits. Wipe down walls if dirty around light switches and such. Anything left not completed, a cleaning company will be called to go out and complete the cleaning at a minimum fee of .14 per square foot.

**GARAGE AND DRIVEWAY:** *Garage and driveway must be swept and free of any trash or debris that may be lying around. OIL STAINS can be very costly and hard to get removed. If oil or grease is on the floor or driveway either from spilling or you're automobile, motorcycle, quad or any other equipment, it must be cleaned up immediately. (Approximate cost \$250.00 - \$575.00 per area)*

**SUGGESTED MISC MAINTENANCE:** Remove nails from walls, change burned out light bulbs (need to match), and please make sure door handles are tightened. Replace any missing vertical blind slats and any mini blinds slats if needed. Replace any mini blinds that are broken. Fix any leaking toilets or sinks. Fix or replace any ceiling fans that are broken. Be sure not to pack any ceiling fan remotes. You may be charged the cost of replacing the ceiling fan if the remotes are lost or broken. Fix any closet doors that may be off the track. All bathroom fixtures must be in good working condition. Any screens that are damaged or missing will be your responsibility. Make sure there are no broken drawers or sliders damaged or cabinet doors that need to be repaired.  
**(Approximately \$85.00 per hour plus parts)**

**NO TOUCH UP PAINTING ALLOWED!** *Touch up painting can actually look worse than before. If touch up painting is done and it looks bad or does not blend in with the existing paint, you may be responsible for the cost of painting the entire room. (Minimum cost of \$300 (per room) if a room has to be totally painted)*

**LANDSCAPING:** The front, sides and back yards need to be completely free of weeds. This means that even if you sprayed them and they are dead, the dead weeds need to be removed. Bushes and trees are required to be trimmed. Back yard patio's, sidewalks and pool decks need to be swept clean. Rocks are to be raked. Sprinkler system is to be in working order. Drip lines repaired or replaced, ect.

**CARPET CLEANING:** Professional carpet cleaning is required; we can give you a referral if you like. A receipt is required at the time of your move out walk thru. **(Approximately \$150.00 and higher)**

**TRASH & RECYCLE BINS or OTHER PROPERTY:** The trash and recycling bins are required to be emptied and placed either behind the gate or in the garage out of sight. If it is a trash pick up day you will be responsible to make sure the containers are brought back that evening. If the bins are left out front and the HOA fines us, the cost of the fine will be deducted from your deposit. If the containers are full and have not been brought outside to be emptied upon your move out, you will be charged an \$80.00 hauling fee. Anything that is left on the property (deemed of no value by management) will be disposed of and the cost of disposing the items will be deducted from your deposit.

**AIR CONDITIONING:** New filter is required at time of move out inspection.

Our goal at Desert Gateway Realty is to be able to refund you as much of your deposit as possible, if not all of it. We **DO NOT** take any portion or percentage of the invoices. All of the vendors we use are not affiliated with Re/Max Elite Realty, they are independent contractors.

**NOTE: The house has to be completely empty of all your belongings and NO trash lying around. Anything left that needs to be removed by us will be charged back to you. Entry of the property after the inspection is unauthorized. IMPORTANT: The utilities MUST be on. It is your responsibility to schedule the walk through Monday thru Friday 8 a.m. – 5 p.m. At least 72 hour notice in advance is required.**

Please feel free to call us with any questions or concerns at 623-229-1304.