



## Move Out Guidelines

PO Box 3396  
Ramona, CA 92065  
Office: (858) 449-7294  
Office@JensenPropertiesSD.com

Date: \_\_\_\_\_ Tenant(s): \_\_\_\_\_  
Address: \_\_\_\_\_

### Move Out Procedures

- ❑ **Give a written 30 day notice - at least 30 days before move out date:** You will be financially responsible for the unit for 30 days after your written notice is given. Please make sure that you give written notice either by letter or email.
- ❑ **Pay all utilities until move out:** Make sure all utilities (if applicable) are left in your name until the final day of your rental term. If you do not pay all your bills, the amount will be deducted from your security deposit.
- ❑ **Schedule move out inspections:** Call or email the office to schedule a move out inspection.
  - ❑ **Pre Move Out Inspection:** You can have a move out inspection no earlier than 14 days before your final move out day. This inspection will help inform you of anything that could potentially be charged to you upon move out. We encourage you to take advantage of a pre move out inspection.
  - ❑ **Final Move Out Inspection:** A final move out inspection must be scheduled with our office on or before your final day. A final move out inspection will be completed and you will return your keys at that time. Keep in mind, this final move out inspection will be the last time you enter the unit. The unit should be clean and empty.
- ❑ **Give the office your forwarding address:** Please provide this so that we can make sure we get your security deposit disposition and possible refund back to you in a timely manner. According to California State law, we are required to have your security deposit disposition postmarked and then mailed to the provided forwarding address within 21 days.
- ❑ **Clean the unit completely:** Make sure that the unit is cleaned according to the guidelines below. Please read them carefully. If your unit is not cleaned to the inspection standards, it will be professionally cleaned and the amount taken from your deposit.
- ❑ **Return all keys and remotes in functioning order.**
- ❑ **We do not pro-rate last month's rent.** If you want to pro-rate your payment, divide your actual monthly rent by 30, then multiply that amount times the number of days you will occupy the unit - this includes the move-out day. - If you do not pro-rate the rent, and therefore pay the full amount of the rent, the over payment will be processed with your security deposit.

We require a certain amount of cleaning to be done upon move out. We want to be able to return 100% of your security deposit to you, so we have provided this packet to help you in obtaining this. We are happy to provide you with professional references if you want to use them for any repairs or cleaning that need to be done.

### GENERAL CLEANING GUIDELINES

**Windows/Coverings:** Make sure windows function properly. Windows, window sills, tracks/drains, screens, and blinds should all be cleaned - inside and out, top and bottom.

**Doors/Locks:** Make sure doors open, shut, lock properly, and are clean.

**Flooring/Baseboards:** All carpets must be professionally cleaned. If you have an approved professional carpet cleaning service to clean (must be pre approved by the office), you can send the receipt to Office@JensenPropertiesSD.com, our office email, and you will not be charged for carpet cleaning at move out. If carpets are not cleaned, we will professionally clean them and take the cost from your security deposit. Carpets are expected to last 8 years. If the carpeting is newer than 8 years, but needs to be replaced upon move out, you will be charged a prorated fee. Any damages to the flooring caused by pets will be charged to you and deducted from your security deposit. All flooring should be clean and free of stains or other damage. Baseboards should be clean and free of dust.

**Walls/Ceilings:** Walls must be clean of smudges, grease, or food stains. Small nail holes may be patched, but large holes will be taken care of by a professional and charged to your security deposit. Interior paint is expected to last 3 years. If the unit has been painted within 3 years and needs to be repainted upon move out, you may be charged a prorated amount. If you scratch or rub off paint during your cleaning, you will be responsible for the touch up work needed.

**Appliances:** This includes (but is not limited to) refrigerators, ovens, microwaves, dishwashers, washers/dryers, trash compactors, garbage disposals, trash compactors, and garage door openers. These must be clean and functioning properly. Use correct cleaning products (such as Easy Off for ovens) when cleaning these appliances.

**Smoke/CO Detectors and Light Bulbs:** All smoke detectors and CO (carbon monoxide) detectors should be functioning. Replace any batteries that may need it. Any normal light bulbs that are burnt out should be replaced before move out. If the light is LED or fluorescent, please leave it to our maintenance staff.

**Trash/Debris:** Please properly dispose of all trash, debris, or personal items. If you leave anything in your unit or by the trash/dumpster, you will be charged for the haul away of those items. Do not leave large items by the trash/dumpster. This includes (but is not limited to) mattresses, bed frames, couches, tables, chairs, shelves, cabinets, etc.

### **Common Tenant Charges**

- Anything beyond normal wear and tear
- Holes in walls or damages to walls beyond normal wear and tear
- Damage to any flooring beyond normal wear and tear
- Unit not cleaned to inspection standards
- Paint in unit being damaged beyond normal wear and tear
- Outstanding fees on your account (late fees, NSF fees, etc.)
- Utilities during tenancy that were not paid
- Haul away of trash, debris, or unclaimed items
- Cost of missing or burnt out light bulbs
- Cleaning clogged drains (if caused by hair, food, etc.)
- Carpet cleaning
- Etc.

### **Things Often Forgotten by Tenants**

- Dust the ceiling fans
- Clean behind and around the refrigerator (including the grill/vent on front)
- Clean all windows, blinds, window sills, and tracks
- Clean the oven/microwave - inside and out
- Clean cabinets and cupboards
- Replace all burnt out light bulbs (non LED/fluorescent) and clean light fixtures
- Remove all personal items from unit before move out
- Clean storage area, parking area, or garage
- Clean all vents, fans, and covers
- Clean corners and crevices throughout unit
- Clean medicine cabinets
- Clean out washer and dryer of dirt and lint

Address:

## MOVE OUT & CLEANING GUIDE - JENSEN PROPERTIES

ENTRY	
Security Door/Screen	
Doors/Locks	
Flooring/Baseboards	
Walls/Ceilings	
Light Fixtures	
Switches/Outlets	

KITCHEN	
Refrigerator	
Oven/Stove/Microwave	
Sink/Disposal	
Cabinets	
Countertops	
Flooring/Baseboards	
Walls/Ceilings	
Windows/Coverings	
Light Fixtures	
Dishwasher	
Faucets/Plumbing	
General	

LIVING ROOM	
Windows/Coverings	
Doors/Locks	
Flooring/Baseboards	
Walls/Ceilings	
Light Fixtures	
Switches/Outlets	
Fireplace	
General	

BEDROOM 1	
Windows/Coverings	
Doors	
Walls/Ceilings	
Lights/Fans	
Switches/Outlets	
Closet/Doors/Tracks	
Flooring/Baseboards	

BATHROOM 1	
Sink	
Toilet	
Shower/Tub/Door/Rail	
Doors/Locks	
Flooring/Baseboards	
Walls/Ceilings	
Windows/Fan	
Light Fixtures	
Switches/Outlets	
Plumbing/Drains	
Towel/TP Racks	
Cabinets/Counters	
General	

HALL/STAIRS	
Flooring/Baseboards	
Walls/Ceilings	
Light Fixtures	
Switches/Outlets	
Closets/Cabinets	
Railings	
General	

DINING ROOM	
Flooring/Baseboards	
Walls/Ceilings	
Windows/Coverings	
Lights/Fan	
Switches/Outlets	

LAUNDRY	
Faucets/Valves	
Plumbing/Drains	
Cabinets/Counters	
Washer/Dryer	
General	

EXTERIOR	
Landscaping	
Fences/Gates	
Sprinklers	
Walks/Driveway	
Porches/Stairs	
Mailbox	
Lights	
Building Exterior	
Roof/Eaves	
Patio/Deck/Balcony	
Patio Covers	
General	

OTHER	
Smoke/CO Detectors	
Heater/AC	
Water Heater	

Address:

<b>BEDROOM 2</b>	
Windows/Coverings	
Doors	
Walls/Ceilings	
Lights/Fans	
Switches/Outlets	
Closet/Doors/Tracks	
Flooring/Baseboards	

<b>BEDROOM 3</b>	
Windows/Coverings	
Doors	
Walls/Ceilings	
Lights/Fans	
Switches/Outlets	
Closet/Doors/Tracks	
Flooring/Baseboards	

<b>BEDROOM 4</b>	
Windows/Coverings	
Doors	
Walls/Ceilings	
Lights/Fans	
Switches/Outlets	
Closet/Doors/Tracks	
Flooring/Baseboards	

<b>BATHROOM 2</b>	
Sink	
Toilet	
Shower/Tub/Door/Rail	
Doors/Locks	
Flooring/Baseboards	
Walls/Ceilings	
Windows/Fan	
Light Fixtures	
Switches/Outlets	
Plumbing/Drains	
Towel/TP Racks	
Cabinets/Counters	
General	

<b>BATHROOM 3</b>	
Sink	
Toilet	
Shower/Tub/Door/Rail	
Doors/Locks	
Flooring/Baseboards	
Walls/Ceilings	
Windows/Fan	
Light Fixtures	
Switches/Outlets	
Plumbing/Drains	
Towel/TP Racks	
Cabinets/Counters	
General	

<b>OTHER ROOM</b>	
Windows/Coverings	
Doors/Locks	
Flooring/Baseboards	
Walls/Ceilings	
Light Fixtures	
Switches/Outlets	
Fireplace	
General	