

Resident Move Out Instructions

We hope that you enjoyed your time with us. Moving can be a stressful time and we want to streamline the process for you.

Below you will find move out instructions, along with a few reminders and cleanliness guidelines that will increase the likelihood that you receive the entirety of your security deposit back.



Prior to your move out date



Coordinate

Coordinate utility transfers with the PM Company



Cancel

Cancel auto-pay in Paylease to ensure rent past the move out date is not withdrawn from your account.



Forward

Forward all mail to your new address.



How to prepare your house or apartment to have your full deposit returned:

- Carefully complete the checklist on the third page of this packet and read the Wear & Tear vs Damage chart (right) to make sure you leave your home in the same state that you received it.
- Know the Top 5 Issues KW Westfield PM commonly charges residents for at move out:

Cleaning
 Painting
 Hauling Trash
 Carpet Cleaning
 Property Damage /
 Maintenance



WEAR & TEAR VS DAMAGE

Loose or stubborn door lock
 Loose door hinges or door handles
 Worn carpet in high traffic areas
 Small nail holes in walls
 Scuff marks on wood floors
 Countertop is worn
 Faded, chipped, or cracked paint
 Plaster cracks from settling
 Faded blinds
 Sticky windows
 Toilet runs or wobbles

Broken or missing locks
 Damage to door from forced entry
 Torn, badly stained, or burned carpet
 Large drywall anchor or screw holes
 Badly scratched or gouges in wood floors
 Countertop has burns, chips or cuts
 Unapproved or bad resident paint job
 Holes in walls or doors
 Missing or torn blinds
 Broken windows
 Broken toilet seat or tank top



What the Top 5 Issues might cost:

**Note: The prices below are approximations and will be applied on a case by case basis.

5 Most Common Charges	Studio	1 Bedroom	2 Bedroom	3 Bedroom
Cleaning	\$230 - \$350	\$240 - \$400	\$295 - \$450	\$330 - \$550+
Painting	\$235 - \$620	\$235 - \$800	\$260 - \$880	\$295 - \$1,075
Trash Hauling	\$100 - \$460	\$100 - \$460	\$100 - \$460	\$100 - \$460
Floor Cleaning / Refurbishment	\$200 - \$330	\$200 - \$360	\$300 - \$420	\$350+
Misc. Maintenance	\$75 - \$150 per hour	\$75 - \$150 per hour	\$75 - \$150 per hour	\$75 - \$150 per hour



How to get your full deposit back:

Complete the checklist below to cover the issues we'll be reviewing when we're readying a home for a new resident. Please use this checklist as a guide, but keep in mind that this list may not cover every situation or item that needs your attention.

Refrigerator

- Move the refrigerator away from the wall.
- Remove grease and grime off the wall behind the refrigerator.
- Vacuum and mop floor where refrigerator normally stands
- Clean sides of refrigerator.
- Defrost freezer and clean.
- Remove and clean all shelves and crispers.
- Clean inside of refrigerator.
- Replace shelves and crispers.
- Move refrigerator back in place.
- If any odor is still present after full cleaning, please leave an open box of baking soda inside.

Stove

- Remove grease off wall and cabinets around or behind the stove.
- Vacuum and mop floor where stove normally stands.
- Clean or replace drop pans (requires removing burners).
- Wipe down front and sides of range.
- Remove grease and grime off range hood.
- Clean range top, front, and doors.
- Clean rack and broilers.
- Move stove back in place once cleaned.

Cupboards and Drawers

- Remove all food/debris particles from all surfaces.
- Clean all cabinet doors and drawer fronts inside and outside.
- Wash and rinse all shelves and drawers.

Dishwasher

- Clean inside, outside, door edges, and racks.
- Run a cycle with 1 cup white vinegar in top rack.

Light Fixtures

- Remove all fixtures, clean, and replace fixtures. (turn off lights prior).
- Replace burned out bulbs.

Baseboards

- Wash and rinse throughout the whole house or apartment.
- Pay special attention to corners and edges.

Work Areas/Under Sink/Sink

- Make sure it is debris and grease free.
- Remove any stains and disinfect.

Bathroom

- Remove shower curtains and liners.
- Remove soap scum and stains from tub, fixtures, and shower rod.
- Clean and shine wall tile around tub areas.
- Disinfect, scrub and remove stains from inside and outside of the toilet.
- Scour sink and soap holder.
- Clean cabinets and mirrors.
- Replace damaged towel rods and TP holders.

Bedrooms/Hallways/Living Room

- Clean window sills, frames, tracks, casing and both sides of the glass.
- Clean closet shelves, rods, tracks, casing and both sides of doors.
- Vacuum all carpets.
- Clean both sides of doors including casings.

Carpet/Laminate Floor Cleaning

- Carpets are to be cleaned by a professional carpet cleaner upon move out. If you choose to have this done by a professional yourself, please provide a receipt. Hiring your own will ensure you get the best price.
- Vacuum and mop all hard surface flooring with appropriate cleaning solution and a microfiber mop. Scrub around edges. Be sure all stains have been removed.

Garage

- Should be completely empty and swept.
- Oil stains should be removed from concrete.
- Wipe walls and baseboards.

Exterior and Additional Items

- Remove all of your personal belongings from inside and outside of the property.
- Do not leave garbage on the curb or in bins.
- Clean all oil/rust stains from driveway, patio, or sidewalks.
- Remove all pet feces, cigarette butts, and litter from property.
- Trim bushes & hedges as needed if you were responsible for lawn care.
- Cut grass, pull weeds, and edge your lawn if you were responsible for lawn care.
- Sweep all driveway, patio, and sidewalks.
- Ensure exterior lights have working bulbs.