



Move Out Instructions & Schedule

Resident's Name: 0

Resident's Name: 0

Resident's Name: 0

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Move in Date: January 0, 1900

Bldg: 0

Apt: 0

Please note that this is not an all-inclusive list. You can be charged for cleaning or repairing items that are not on the list.

Replacement charges:

If any items are missing or damaged to the point that they must be replaced when you move out, you will be charged for the current cost of the items, plus labor and service charges. A representative list of replacement charges is attached. These are average prices, if Ludlam Point incurs a higher cost for replacing an item, you will be responsible for paying the appropriate cost for labor, materials, and administration.

If you fail to vacate your apartment by 12 noon on the last day of the month, you will be assessed the following holdover charges:

- After 12:00 noon on the last day of the month \$550.00
- Anytime on the 1st day of following month \$ 750.00
- For each day after the 1st day of the month a daily charge of \$150.00 per day. After five (5) days you will be charged double the monthly rent.

Your security deposit will be refunded provided that you have complied with all provisions of the lease including length of lease; proper 60-day written notice to vacate; rent and other monies due paid through date of move out; keys returned; all charges paid for any damage (other than normal wear) to the apartment and/or property. A \$200 turnover fee will be automatically deducted from your security deposit. The following guidelines will be used to determine charges deducted from the security deposit:

KITCHEN

- All food must be removed from the refrigerator and cabinets.
- Refrigerator, including shelves, crispers, under crisper and area under foot-guard must be cleaned.
- Cabinets, countertops, sinks, faucet fixtures, tile and exhaust fan cleaned.
- Stove, including burners, controls, burner rings and drip pans must be cleaned.
- Oven must be cleaned.
- Floor cleaned.

LIVING ROOM, DINING ROOM AND BEDROOM (S)

- Tile or carpet must be free of any stains or damage.
- Holes must be spackled.
- Toilets, sinks, bathtubs, grout and tile must be cleaned.
- Clothes, furniture and/or trash must be out of the apartment completely.
- Any decorative additions to the unit must be removed; mirrors, cork in walls, wall paper, etc.

INITIALS:
