



**Next Brick**  
Property Management

# Resident Move Out Help Guide

Moving can be a stressful time and we want to make this process as smooth as possible. We hope you have enjoyed your home. Below are some instructions, cleanliness guidelines that will increase the likelihood that you receive the entirety of your security deposit back.

## Prior to your move out date



Initiate **Notice to Vacate** process in tenants online portal, this will auto notify resident manager.



Cancel all **utilities** in your name. Cancel **auto pay** in Appfolio to ensure rent past the move-out date is not withdrawn from your account.



Forward all mail to your new address.



## Prepare your house or apartment to have your full deposit returned:

- Carefully complete the checklist on the third page of this letter 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 Mynd commonly charges residents for at move out:

### 1. Cleaning

### 2. Painting

### 3. Hauling Trash Carpet Cleaning

### 4. Property Damage

### 5. Maintenance

## TENANTS DAMAGE VS NORMAL WEAR AND TEAR

{ACCORDING TO HUD APPENDIX 5C}

### Normal Wear and Tear

- Fading, peeling, or cracked paint
- Slightly torn or faded wallpaper
- Small chips in plaster
- Nail holes, pin holes, or cracks in wall
- Door sticking from humidity
- Cracked window pane from faulty foundation or building settling
- Floors needing coat of varnish
- Carpet faded or worn thin from walking • Loose grouting and bathroom tiles
- Worn or scratched enamel in old bathtubs, sinks, or toilets
- Rusty shower rod
- Partially clogged sinks caused by aging pipes
- Dirty or faded lamp or window shades

### Tenants Damage

- Gaping holes in walls or plaster
- Drawings, crayon markings, or wallpaper that owner did not approve
- Seriously damaged or ruined wallpaper
- Chipped or gouged wood floors
- Doors ripped off hinges
- Broken windows
- Missing fixtures
- Holes in ceiling from removed fixtures
- Holes, stains, or burns in the carpet
- Missing or cracked bathroom tiles
- Chipped and broken enamel in bathtubs and sinks • Clogged or damaged toilet from improper use
- Missing or bent shower rods
- Torn, stained, or missing lamp and window shades

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	\$250 - \$400	\$295 - \$450	\$330 - \$550+
Painting	\$235-\$620	\$235 - \$800	\$260 - \$880	\$295 - \$1,075
Trash Hauling	\$100 more	\$100 - \$460	\$100 - \$460	\$100 - \$460
Floor Cleanng and refurbishment	\$140-\$165	\$140 - \$185	\$185 - \$235	\$265+
MISC. Repair	\$75-\$150 per/HR	\$75 - \$150 per/HR	\$75 - \$150 per/HR	\$75 - \$150 per/HR





## 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.
- Scrub and mop floor where refrigerator normally stands.
- Clean sides of the refrigerator.
- If any odor is still present after full cleaning please leave an open box of baking soda inside.
- Defrost the freezer and clean.
- Remove and clean all shelves and crispers. Clean inside of refrigerator.
- Replace shelves and crispers.
- Move refrigerator back in place.

### Stove

- Remove grease off walls and cabinets around or behind the stove.
- Scrub, mop, wax floor where stove normally stands. Clean or replace drip 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.

### 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, and Sink

- Make sure it is debris and grease-free. Clean white porcelain with bleach solution.

### Floors

- Scrub and mop all vinyl floors.
- Pay special attention to corners and edges.

### Bathroom

- Remove soap scum and stains from tub, 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 or 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.
- Clean laminate floors with vinegar solution and 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.
- No trash should be left behind.
- Sweep all driveway, patio, and sidewalks. Ensure exterior lights have working bulbs. Rake all rock designs as needed.