

### Move-out Checklist for Rosenberg Investment Rentals

Complete this form in full when **occupancy ends**. Compare with **Pre-Lease Inspection Form** when **occupancy ends**.

The property manager/landlord has reviewed the residence and found it to be in working/ non-working condition. With the tenant present, the entire residence has been checked and appropriate notations have been made below for such things as general cleanliness, condition of the floors, wall-to-wall carpets, appliances, bathroom, laundry room and kitchen facilities, window and door locks and other important areas.

	As indicated below, the condition of the residence is in good condition, and the tenant will receive a full refund of his/her security deposit.
	As indicated below, the condition of the residence requires repairs, which will be professionally evaluated and billed to the tenant within 30 days.

Below are the agreed upon observations.

Item		Condition		Special Comments
<b>Refrigerator:</b> Brand				
Year:				
# of shelves:				
# of drawers				
Freezer:				
Ice bin/Ice Cube Trays -				
<b>Stove:</b> Brand            Year:				
burners				
Oven:				
<b>Microwave:</b> Brand				
Year:				
<b>Washer:</b> Brand            Year				
<b>Dryer:</b> Brand				
Year				
<b>Cox cable box /wireless modem</b>				
<b>Walls: paint</b>				
Kitchen				
Living Area				
Bathroom				
Bedroom				
Other:				
<b>Ceiling Fans/ light bulbs</b>				
bedroom				
Living room				
Other:				
<b>Flooring/Carpet:</b>				
Kitchen				

Living Room				
Bathroom				
Bedroom				

**Note:** Take photos of areas that are questionable and file with this form.  
 Comments on condition of areas: .

**A receipt of carpets have been professionally cleaned presented at checkout. Yes/No**

**Cost of Repairs**

These are only possible costs. You will be charged actual cost. This list is only to inform you of what it has cost in the past to repair these items.

Broken/Cracked window (each)	50.00
Missing screen (each)	75.00
Dirty Refrigerator	50.00
Damaged Refrigerator	500.00
Dirty stove top and/or oven	50.00
Damage stove/oven	cost of replacement of part
Dirty bathtub/sink and/or shower (each)	50.00
Dirty toilet	50.00
Failure to vacuum	50.00
Failure to sweep	50.00
Failure to turn in all keys	100.00
(This charge will be applied to every key issued)	
Kitchen cabinets not cleaned out/wiped down	50.00
Trash removal (minimal charge)	25.00
Dusty baseboards (per room)	25.00
Painting per bedroom	300.00
Painting per living, study, kitchen, family room	300.00
Fireplace cleaning	100.00
Carpet cleaning (per sq. foot)	.75
Carpet stain	25.00
Holes in wall (caused by large nails)	10.00
Holes in wall other than nail holes	150.00
Mini blinds (each)	25.00-50.00 determined on size
Towel racks and toilet paper holders	25.00

We understand that if the dwelling is not returned in the condition that it was rented to tenants, that the tenants will be responsible for the cost of the repairs in addition to losing all of their security deposit.

**Keys returned:**

Quantity:

Front Door		Back Door		Mail Box	
------------	--	-----------	--	----------	--

Tenants forwarding address(es):

Tenant 1:			
Property Address:		Apt. No.:	
City/State/Zip:		Date of Move-In:	
Rental Manager/Landlord:			

Complete this form in full when **occupancy ends**. Compare with **Pre-Lease Inspection Form** when **occupancy ends**.

Tenant's Signature		Date
Property Manager's Signature		Date