

MOVE-OUT REMINDERS

1. The premises must be cleaned and left in **Move-In condition**.
2. Remove all personal items and trash from the premises.
3. Appliances must be left in clean condition.
4. Toilet(s) must be clean, as well as tubs and showers
5. **DO NOT** unplug the refrigerator.
6. **DO NOT** turn furnace off in winter months. Set thermostat to 60 degrees.
7. **DO NOT** turn air conditioner off in summer months. Set thermostat to 80 degrees.
8. **DO NOT** have the utilities turned off. Contact LG&E at 502-589-1444 and/or Louisville Water Co (*if applicable*) at 502.583.6610 to have the utilities taken out of your name and placed back into the name of the Landlord. You are responsible for the utilities through the last day of your lease.
9. Contact the Post Office *and* our office with your forwarding address.
10. Contact the office and schedule your Move Out Inspection.
11. Return all keys to Pivotal Property Services, Inc.

See on reverse "**Move Out and Damage Charge List**" for possible charges that may be incurred

PLEASE NOTE: *Security Deposit refunds will be processed within 30 – 60 days.*

Thank You

To receive a full security deposit, you must restore your apartment/home back to **MOVE-IN** condition.

Kitchen Cleaning

- ☐ Light globes
- ☐ Fan blades
- ☐ Dust blinds
- ☐ Microwave
- ☐ Stove – top, drawer, panel, behind
- ☐ Drip pans – clean or replace
- ☐ Oven – inside, including racks
- ☐ Vent hood – including grease filter
- ☐ Refrigerator – inside, out, under
- ☐ Refrigerator – bottom air vent
- ☐ Refrigerator – shelves, drawers, freezer
- ☐ Refrigerator – seals, handles
- ☐ Dishwasher – inside, out, behind
- ☐ Cabinets – inside and out
- ☐ Sink and fixtures
- ☐ Windows
- ☐ Floor – sweep/mop
- ☐ Wipe walls and baseboards
- ☐ Replace burned out bulbs

Bathroom Cleaning

- ☐ Light globes
- ☐ Fan blades
- ☐ Dust blinds
- ☐ Tub and shower walls
- ☐ Toilet
- ☐ Mirrors
- ☐ Sinks and fixtures
- ☐ Vanity/Medicine cabinet, inside and out
- ☐ Windows
- ☐ Floor – sweep/mop
- ☐ Wipe walls and baseboards
- ☐ Replace burned out bulbs

Dining Room Cleaning

- ☐ Light globes
- ☐ Fan blades
- ☐ Dust blinds
- ☐ Windows
- ☐ Floor – sweep/mop
- ☐ Carpet – vacuum and remove stains
- ☐ Wipe walls and baseboards
- ☐ Replace burned out bulbs

Living Room Cleaning

- ☐ Light globes
- ☐ Fan blades
- ☐ Dust blinds
- ☐ Windows
- ☐ Floor – sweep/mop
- ☐ Carpet – vacuum and remove stains
- ☐ Wipe walls and baseboards
- ☐ Replace burned out bulbs

Bedroom(s) Cleaning

- ☐ Light globes
- ☐ Fan blades
- ☐ Dust blinds
- ☐ Windows
- ☐ Wipe walls and baseboards
- ☐ Floor – sweep/mop
- ☐ Carpet – vacuum and remove stains
- ☐ Replace burned out bulbs

10817 Bluegrass Parkway
Louisville, Kentucky 40299
(502) 491-5445



MOVE OUT CHARGES

CLEANING

Baseboards left dusty/dirty (charge is per room)	\$35.00
Bathroom left dirty (includes windows, walls, fixtures, floors, toilet, vanity, tub)	\$105.00
Carpet left soiled	material plus labor
Flea infestation	\$200 to \$350
Garbage and/or debris removal	\$85.00
Other pest infestation	material plus labor
Kitchen left dirty (includes windows, walls, fixtures, floors, drawers, cabinets)	\$100.00
Pet urine/odor treatment	\$100.00
Refrigerator left dirty or with items	\$65.00
Removing furniture (per piece)	\$150.00
Stove left dirty	\$85.00
Vinyl Floors left dirty requiring a strip and wax (per room)	\$85.00
Windows left dirty (charge is per window)	\$25.00
Wiping down heavily soiled walls or window sills (per room)	\$125.00

REPLACEMENT OF MISSING/DAMAGED ITEMS

Bathroom cabinet	\$75.00
Bathroom light	material plus labor
Broiler pans (if originally in stove)	material plus labor
Carpet/Vinyl	material plus labor
Ceiling fans	material plus labor
Ceiling fan light	material plus labor
Closet light fixture	\$15.00
Closet rods	\$45.00
Closet shelves	\$45.00
Deadbolt locks (per lock)	material plus labor
Door frames	material plus labor
Door knobs (per knob)	\$35.00
Door replacement (closet)	\$85.00
Door replacement (interior)	\$185.00
Door stops	\$10.00
Electrical outlet, switches and covers	material plus labor
Florescent bulbs (per bulb)	material plus labor
Heat/Air Thermostats	material plus labor
Holes in walls	material plus labor
Kitchen sink	material plus labor
Light bulbs (per bulb)	\$5.00 - \$15.00

REPLACEMENT OF MISSING/DAMAGED ITEMS *Continued*

Light globes and covers	material plus labor
Mailbox locks	\$50.00
Miniblinds	\$25 - \$75
Mirrors	\$85.00
Patio Door blinds	material plus labor
Range hood	material plus labor
Replacement of drip pans for range (per pan)	\$11.50
Refrigerator crispers	material plus labor
Refrigerator racks or shelves	material plus labor
Replacement missing sink screens/strainers	material plus labor
Replacement missing sink/tub stoppers	material plus labor
Replacement of soap tray	material plus labor
Showerhead	\$18.00
Smoke detector	\$85.00
Tank lid	\$10.00
Toilet	\$200.00
Toilet paper holder	\$15.00
Toilet seat	\$35.00
Towel bars	\$45.00
Towel rack bars	\$45.00
Vertical blinds	material plus labor
Water damage due to negligent overflows	material plus labor
Window screens (each)	\$10.00 - \$20.00

DAMAGES

Broken windows	material plus labor
Burns in countertop	material plus labor
Burns in tub edges	material plus labor
Burns on window sills	material plus labor
Excessive nail holes (per room)	material plus labor
Large holes in drywall (price per hole)	material plus labor

EXTRA REPAIRS

Unclogging sink and tub drains due to negligence	material plus labor
Unclogging stopped toilet due to negligence	material plus labor

OTHER ITEMS

Yard left uncut (if over 6" tall may require 2 cuts)	<i>If applicable</i>	\$100.00
Failure to return keys to move out		\$75.00
Littering in common areas		\$25.00

*****PLEASE NOTE: If you leave furniture and or large items on the ground by the dumpster or in the dumpster, you will be charged for the removal of these items.*****