



## Vincent Investment Properties, LLC

P.O Box 427 Belvidere, IL 61008

[www.RentVIP.us](http://www.RentVIP.us) | (815) 218-7777 | [RentVIP@aol.com](mailto:RentVIP@aol.com)

# Move Out Check List

Wilshire Commons, Pine Meadows, AppleWood Lane

*It is the responsibility of the tenant to deliver the apartment in move in ready condition when leaving.  
Please use the following as a check list:*

- ☐ **Windows** are to be cleaned inside. Blinds and drapes must be cleaned front and back. *Note:* most often it is easier to replace them from Lows if any aspect is dirty or broken, missing or inoperative if necessary (if we do this there will be a much higher charge).
- ☐ **Walls** to be touch up painted (with landlord's approval for color) and all holes filled and repaired. If one wall is damaged all walls will have to be painted in a room for color match ( If there is abuse, excessive dirt, odors , crayon discolorations, metal discoloration smoke there is a charge \$300 per room charge plus all materials for a maximum \$2700. (You must obtain approval for paints as VIP is particular in the manor and color. In most cases a repaint, other than touch ups, must be managed by VIP, LLC. If you paint and damage the trim or ceiling there will be extra charges.
- ☐ **Floors** must be vacuumed (if you do not leave the unit vacuumed there will be a 90 charge) and VIP, LLC will order and manage the professional cleaning. Repairs to snags made if possible and linoleum floor cuts repaired (with landlord's approval a professional repair person will be called in).
- ☐ **Ceilings** clean or painted (food splatters can be cleaned in most cases unless there is smokers damage the ceilings will not require paint. The same fees apply as room charges with ceiling paint. (You must have landlord's approval and use our paint supply & color).
- ☐ **Doors** while the doors may look standard many are not. It will require two weeks and several trips to dispose of an older damaged door and replace with a new one. An inside door will be 250, a patio screen will cost \$95, a front door will be double that and any bent or damage garage door items will cost \$350+ (actual invoice plus \$35 will be asses for those cases).
- ☐ **Vents** to be removed cleaned and replaced. We will charge \$70 for this. We recommend removal and placed through a dishwasher cycle or hand washed with soap and water.
- ☐ **Fixtures** cleaned with bulbs that are functional. For any one or more bulb there is a \$70 charge for the first bulb one plus all materials for pick up and install and cleaning of fixtures.
- ☐ **Bathroom** stools, tubs, sinks cleaned. There is a \$125 charge per bathroom to restore that to clean condition. If you leave it partially done it will cost the same. Scrub the scum out of the tubs. Damages to the bathroom vanities will be time and materials.
- ☐ **Ceiling Fans** must be cleaned. Please get on a ladder and vacuum clean and wipe all aspects of the blades. If you have VIP, LLC do this it will cost \$35 dollars.
- ☐ **Kitchen** oven and refrigerator cleaned in, under and behind. (Call landlord and learn how to pull appliances out on to cardboard or a carpet to prevent linoleum tears). Replace range drip pans with new from lows. Kitchen sinks clean and free of rust. Faucets should have clean strainers on them if necessary. Clean microwave. Clean in each cabinet and drawer. Furnishers polish to cabinet faces. All cabinet shelves to be in place with all four support brackets. If VIP has to clean one shelf or reline one drawer due to damage its \$90 plus materials.
- ☐ **HAC Filter** must be replaced a new one (typically 20X 20).
- ☐ **Utility Room** must be cleaned and dusted.
- ☐ **Smoke Detectors** must be functional.



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- ☐ **Fire extinguisher** should be current and functional.
- ☐ **Washer & Dryer** must be cleaned inside, under and behind taking care not to cut the linoleum floor.
- ☐ **Garage** should be blown clean. Remove oil drippings if applicable. All garage door openers to be functional and remain behind.
- ☐ **Patio or Decks** cleaned. Remember to check the outside patio and entry light.

Leave nothing behind and dispose of material in cans only. Bring all larger items to the dump yourself. We do not use Rockford disposal so mattresses and large items are extra charges by a hauler. A min haul out charge is \$200 and it can be higher.

Landlord prefers to be in charge of professionally cleaning carpets. Also landlord will take charge of painting the rooms as often all rooms will require painting once one has to be. The main living spaces will take up to a dozen cans and require a 1-2 days to complete.

All service charges will be passed on should neglect or damage be the reason for the service request at the discretion of the landlord.

All appliance part costs will be passed on should neglect, damage or disappearance be the reason for the part. All microwave trays, refrigerator shelves, ice cube trays, racks, oven racks broiler pan and drip pans to remain behind and very clean or replaced.

Move out costs are based on our time to obtain the products, install then and not just actual materials. The law is on the Landlords side. All rented property is expected back clean and serviceable. We have established some typical fees. In many cases its more cost effective to do the cleaning yourself cause you can do that slowly over time. When you return the property damaged or dirty the Landlord is forced to clean and repair in haste for the next occupant and that will cost you. Clean outs can involve up to 24- 48 labor hours typically at \$35 dollars an hour. Most service men will charge \$65 dollars an hour. Expect a carpet cleaning charge of @ 178 or in most cases we have a fixed rate in your lease. Carpet cleaning will be more should there be any pet or smoke odors. More if there are significant floor repairs to make. Last minute hauling can cost between \$100-\$250 or more.

Please take the time to clean your apartment when you leave. We suggest at least 2 days once the apartment is empty. Upon cleaning completion call and arrange a final walk out check and approval. We settle all accounts in 30 days upon receipt clean apartment, return of keys and openers, managers check out, review of account and evidence of final utility bill payments. If there us significant cleaning and service requires there will be a delay of 30 days in preparation of that statement.

Please review the attached VIP,LLC current 2010 move out fees and charges.