

GUIDE TO YOUR MOVE OUT INSPECTION

In just a few short weeks you will be fulfilling the term of your lease and vacating your home. Your lease requires you to have a move out walk through inspection with a member of our staff. It is recommended that you schedule an appointment as soon as you know the day your unit will be vacant. This allows you to have the inspection on the day and time that is most convenient for you.

You are required to return the home empty and in a clean condition. **Cleaning issues will NOT be considered to be normal wear and tear, under any circumstances whatsoever.** As required by your rental agreement, you may be responsible for the cost of a **mandatory carpet cleaning if your property has had pets** which will be performed after you move out by a carpet cleaner of the Landlord's choosing. You may choose to have it done yourself. However, you will need to provide a receipt showing the carpet was professionally cleaned and treated for pet urine. Renting a cleaner or using your personal carpet cleaner is not sufficient. All keys shall be returned to the Management office on or before your move out date to avoid additional fees.

Please be sure to contact your utility company to inform them of your move out.

The following is a cleaning checklist that will aid you in cleaning your home for the move out inspection. We will thoroughly check everything on the list. If you have any questions regarding your move out inspection appointment or any other concerns, please call the office at 973-658-7500. Let's work together to make your move out a success. Our goal is that you get the property returned in a condition that will allow you to receive your full deposit back. I would also like to thank you very much for your residency with us, and wish you the very best of luck on your next endeavor in life and your new home!

Sincerely,

PMI Prime Property

5 Maple Avenue

Morristown, NJ 07960

973.658.7500

MOVE OUT CLEANING CHECKLIST

(Follow this checklist to ensure you don't lose deposit money for items you are responsible for taking care of before you move out.)

General:

— Walls should be washed or mark removed, including streaks above heater. (If you have lived in the home for less than two years, painting is not considered normal wear and tear.)

— Holes larger than a small nail hole but smaller than a dime in walls should be filled with spackle and the wall wiped clean of excess spackle.

— If there are any large holes, such as from wall anchors, the holes will need to be patched and the entire wall painted.

— Remove all cobwebs from walls and ceilings.

— Clean switch plates.

— Floors in kitchen and bath or any linoleum should be cleaned.

— Blinds should be cleaned.

— Light bulbs should be replaced where needed.

— Light covers must be removed from closets (including coat hangers) and shelves need to be cleaned.

— If you have a pet, have a professional exterminator spray for fleas and forward the receipt to PMI Virginia.

Kitchen:

— Range should be completely cleaned, including broiler pans.

— Clean stovetop, panel, and dials.

— Drip pans should be removed and the underneath surface cleaned.

— Clean under and behind stove.

— Clean under and behind the fridge.

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- Exhaust fans and overhead light should be free from grease and dirt, including filter.
- Dishwasher should be wiped out, including around the inside of the door.
- Cabinets and drawer fronts cleaned.
- Defrost refrigerator, if applicable, and remove any water. **DO NOT TURN OFF FRIDGE WHEN VACATING.**
- Clean inside refrigerator and under crisper drawers.
- Clean all countertop surfaces.
- Clean the inside and outside of all cabinets. Wipe down all shelves.
- Clean and wipe out all drawers.
- Clean sink and faucet fixtures.
- Wipe down all pantry shelves.
- Clean light fixtures and covers.
- Mop floor and/or vacuum carpet.
- Wipe down all baseboards.
- Clean doors and around frames.

Living Room:

- Clean light fixture & covers.
- Vacuum carpet & edges by baseboards.
- Wipe down baseboards.
- Clean walls, ceilings, and corners.
- Clean Windows, windowsills & Tracks.
- Clean doors and around door frames.
- Clean out closet & wipe down shelves.

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— Remove any cobwebs.

Bathrooms:

— Tile should be washed, and grout cleaned.

— Vanity and medicine cabinet should be cleaned, including shelves and mirrors.

— Tub, shower, sink, and toilet should be sanitized.

— Clean bathtub, shower walls, and fixtures.

— Clean soap dishes and wipe down towel bars.

— Thoroughly clean toilet inside and out.

— Wipe down all counter tops.

— Clean and wipe out all drawers.

— Clean light fixture and covers.

— Clean walls, ceiling, and corners.

— Remove any cobwebs.

— Mop floor and/or vacuum carpet.

— Wipe down baseboards.

— Clean doors and around door frames.

Bedrooms:

— Vacuum carpet and edges by baseboards.

— Wipe down baseboards.

— Clean light fixture and covers.

— Clean walls, ceiling, and corners.

— Remove any cobwebs.

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- Clean windows, windowsills, and tracks.
- Clean doors and around door frames.
- Clean all vents on floor or wall.
- Clean out closet and wipe down shelves.

Yard Area:

- Weed all flower beds and mow and edge the lawn.
- Remove all personal items and garbage.

Garage:

- All trash needs to be removed from the premises.
- Clean any oils stains from floor using an appropriate cleaner.
- Sweep floor.

Miscellaneous:

- Clean ceiling fan blades and draperies.
- Empty and clean out storage units and or garage, deck or patio.
- Replace any burned-out light bulbs throughout home and garage.
- Replace any dead smoke detector batteries.
- Replace furnace filter.
- Replace garage remote/keypad batteries if necessary.
- Remove all hooks, ceiling hooks, mounted mirrors, etc. that you installed. Properly patch holes.
- Have carpets professionally cleaned and provide receipt to landlord if pets occupied property.

Normal Wear and Tear Guideline

The below is a guideline as to what may be generally considered to be normal wear and tear during tenancy as based on the Federal Housing of Urban Development (HUD) guidelines. This is only a guide.

Based on HUD “Special Claims Process Guide”, ver. June 2006/Appendix 5C

Normal Wear & Tear: Landlord's Responsibility	Excessive Tenant Damage: Resident's Responsibility
A few small nail holes (6d finishing nail or smaller), chips, smudges, dents, scrapes, or cracks in the walls.	Gaping holes in walls from abuse, accidents, or neglect. Unapproved paint colors or unprofessional paint jobs. Dozens of nail holes which need patching and repainting.
Faded paint	Water damage on wall from hanging plants or constant rubbing of furniture
Slightly torn or faded wallpaper	Unapproved wall paper, drawings, or crayon markings on walls
Carpet faded or worn thin from walking	Holes, stains, or burns in carpet. Food stains, urine stains, and leaky fish tanks are never "normal".
Dirty or faded lamp or window shades	Torn, stained, or missing lamp and window shades
Scuffed varnish on wood floors from regular use	Chipped or gouged wood floors, or excessive scraps from pet nails
Dark patches on hardwood floors that have lost their finish over many years	Water stains on wood floors and windowsills caused by windows being left open during rainstorms
Doors sticking from humidity	Doors broken, or ripped off hinges
Warped cabinet doors that won't close	Sticky cabinets and interiors
Cracked window pane from faulty foundation or building settling	Broken windows from action of the tenant or guests

Normal Wear & Tear: Landlord's Responsibility	Excessive Tenant Damage: Resident's Responsibility
Shower mold due to lack of proper ventilation	Shower mold due to lack of regular cleanings
Loose grouting and bathroom tiles	Missing or cracked bathroom tiles
Worn or scratched enamel in old bathtubs, sinks, or toilets	Chipped and broken enamel in bathtubs and sinks
Rusty shower rod or worn varnish on plumbing fixtures	Missing or bent shower rod or plumbing fixtures
Partially clogged sinks or drains caused by aging pipes	Clogged sinks or drains due to any stoppage (hair, diapers, food, etc.), or improper use
Moderately dirty mini-blinds or curtains	Missing or broken mini-blinds or curtain
Bathroom mirror beginning to "de-silver" (black spots)	Mirrors caked with lipstick and makeup
Broken clothes dryer because the thermostat has given out	Dryer that won't turn at all because it's been overloaded, or the lint trap was never cleaned out.
Worn gaskets on refrigerator doors	Broken refrigerator shelf or dented front panels
Smelly garbage disposal	Damaged disposal due to metal, glass, or stones being placed inside
Replacement of fluorescent lamps - or any light bulb designed to last for years of continuous use	Replacement of most common light bulbs