SUMMIT LEASING GROUP
13223 Mammoth Street, Oak Hills, CA 92344

TENANT MOVE OUT INSTRUCTIONS

1. To expedite the return of your deposit, we will need your forwarding address and phone number. We will issue one check for any security deposit refund. This check will be made out in all tenants' names. It is the tenants' responsibility to work out the details of distribution.
2. Arrange to turn off all utilities and pay your final utility payment. Unpaid utilities will be deducted from your security deposit.
3 Return keys to our office on the move-out date. You may also put the keys (properly identified) through a drop off mail slot on the fornt door. Rent charges will continue until we receive the keys and all personal property is removed from the home.
4. The following checklist is a reminder of things to do prior to vacating the premises.

- ✓ Arrange for final garbage pick up. _____
- ✓ Premises must be left free from any Tenant's personal items, trash or debris. _____
- ✓ Complete your yard maintenance requirements. _____
- ✓ Remove all personal items from walls including tacks, screws and nails. _____
- ✓ Patch all wall holes and touch up paint with orignial color & textured paint. _____
- ✓ Clean or wipe off all walls, doors, receptacles, baseboards, window sills, _____
- ✓ Fully clean kitchen to include counters, tile grout, cabinets, sink area, under sink. & floors. _____
- ✓ Kitchen appliances must fully cleaned and pulled away from wall to clean floors and walls. _____
- ✓ Stove drip pans must cleaned or replaced. Any broken stove knobs must be replaced. _____
- ✓ All windows coverings must be cleaned, dusted off or replaced if damaged. _____
- ✓ Windows, window screens must be cleaned. _____
- ✓ Clean all bathroom thoroughly - fixtures, sinks, showers, toilets, floors, mirrors, and air vent. _____
- ✓ Replace all broken or missing bathroom towel racks and toilet paper holders. _____
- ✓ Garbage disposal should be tested and free from blockage. _____
- ✓ Electrical light and wall switch cover plates must be replaced if broken, stained or missing. _____
- ✓ All burned out light bulbs or florescent tubes must be replaced with the same bulbs. _____
- ✓ Fireplace must be cleaned out and dust free. _____
- ✓ Patios, balconies and storage closets must be swept and free of debris and trash. _____
- ✓ Change all A/C filters with the correct size filter. _____
- ✓ Replace all smoke and carbon-monoxide detector batteries. _____
- ✓ Dust and clean all light fixture covers, ceiling fans and blades. _____
- ✓ Replace all broken or missing light fixture covers. _____
- ✓ Remove all unauthorized bedroom locking door knobs installed by tenants. _____
- ✓ Garage must be swept clean and free of all personal items and trash including cabinets. _____
- ✓ Properties are to be left pest free. All dead bugs must be removed. _____
- ✓ Tenants must turn off all faucets, turn off all lights, and check all gas outlets. _____
- ✓ If tenants installed own ceiling or light fixture, Tenants must install cover ceiling plate. _____

IF YOU HAVE HAD ANY PET, ALL PET ODORS MUST BE REMOVED. CARPETS MUST BE PROFESSIONALLY CLEANED. COPY OF RECEIPT IS REQUIRED. IF YOU TOUCH UP PAINT MAKE SURE THE PAINT WILL MATCH. IF YOU PAINT & IT DOES NOT MATCH YOU WILL BE CHARGED FOR UNNECESSARY PAINTING.

The Rental Agreement signed at move-in stipulated the property be returned in the same condition received, normal wear and tear excepted. The "Property Condition Report" form signed at move-in, will be used to make this determination. Any alterations should be discussed with the Property Manager. The Property Manager will inspect the property shortly after all keys are returned to our office. Should you have specific questions, please call our office.

Normal Wear & Tear and Approximate Charges to Deposit

BLINDS & DRAPES

Cleaning: Blinds are usually dusted by the cleaning crew. If dusting is insufficient and there is an additional charge for cleaning and deducted from your security deposit.

REPLACEMENT

If you have occupied the property for less than 48 months and any window covering need to be replaced, you may be charged the full cost of replacement. If occupancy has been for more than 48 month but less than 72 months, you may be charged half the cost of replacement.

PAINTING

Interior egg shell, satin, or semi-gloss type texture paint is expected to last 7 to 10 years. If the property was freshly painted when you moved in and paint is needed again on your move-out, you will be charged:

FLAT PAINT

100% if occupancy was 24 months or less
75% if occupancy was 25 to 48 month
50% if occupancy was 49 to 72 months
25% if occupancy was 72 month but less than 84 month

EGG SHELL PLUS TEXTURE

100% if occupancy was 72 months or less
75% if occupancy was 73 to 84 month
50% if occupancy was 84 to 120 month

If the property was not freshly painted at your occupancy, you will be charged based on the overall condition of painting at the time of the move in date. Paint condition shall be well documented by Tenant on the Move-In Inspection form. Any repair for wall damage will be an additional charge regardless of length of occupancy. Minimum charge for any wall repair is $75.00. The cost of washing walls will be added to the other cleaning charges. Minimum charge for washing each wall is $20.00. For difficult stains such as nicotine removal, cooking oil, candles or other residues, additional charges may be incurred.

CARPETING

Cleaning: Summit Leasing Group or Owner will deduct the cost of professional carpet cleaning from your security deposit if the carpet was found in un-satisfactory condition.

Replacement: Carpet is expected to last 12 years. If the carpeting was new when you moved in and needs to be replaced at your move-out, you will be charged. If the carpeting was not new at your occupancy, any deductions will be based on the overall carpet condition at the time of the move in date. Tenants must document condition on the Move-In Inspection Form issued to Tenants by Summit Leasing Group. Carpet repair, stain or odor removal, additional charges may be incurred.

TRASH REMOVAL

The entire cost of removal of trash or abandoned property will be withheld from the security deposit. The cost will be estimated plus any dump fees, dumpster rental or trailer rental charges.

YARD MAINTENANCE

The yard should be mowed, raked and weeded at the time of move-out. If yard work is needed to restore it to the original condition, the cost will be withheld from the security deposit.

LIGHT BULBS

Minimum charge for replacement bulbs will be incurred. This will includes the cost of labor as well as the cost of bulb

Date_____ Date_____

Tenant_____ Owner/Agent_____

Tenant_____ Owner/Agent_____