



Home Information Network, Inc.

Moving-Out Checklist

To facilitate the accuracy of your security deposit refund, please complete the following:

Tenant Name: _____

Phone Number: _____

Email address: _____

Property Address Tenant is vacating: _____

Date of notice provided to property manager (must be at least 30 days prior to actual move out date): _____

Expected move out date: _____

Security Deposit Amount: \$ _____

Tenant's Forwarding address for return of Security Deposit:

Thank you for the opportunity to assist you with your rental needs. If you are considering buying or renting in the future, please contact us anytime for assistance!

Home Information Network, Inc./Mark V. Financial – Property Management Division

6839 Plainfield Road

Cincinnati, OH 45236

www.CincyRentsOnline.com

www.CincyHomesOnline.com

513-793-3999

TO BE COMPLETED BY PROPERTY MANAGER:

Date keys were returned: _____ How keys were returned: _____

SECURITY DEPOSIT REFUND: \$ _____ Check No: _____ Date: _____

| ITEM | Expense | Unsatisfactory | ITEM | Expense | Unsatisfactory |
|--------------------------------------|---------------|----------------|------------------------------|-----------------------|----------------|
| General Cleaning | | | | | |
| Stove top | \$25.00 | | Doors | | |
| Stove drip pans | \$20.00 | | Repair forced door damage | \$100.00 | |
| Oven | \$50.00 | | Replace door | \$500.00 | |
| Exhaust Fans | \$40.00 | | Replace screen door | \$200.00 | |
| Refrigerator/Freezer (inside/out) | \$40.00 | | Replace damaged locks | \$50.00 | |
| Disposal of food in fridge | \$60.00 | | Windows/ Fixtures | | |
| Window sills | \$15.00 | | Window lock broken | \$45.00/PER | |
| Clean Toilet | \$30.00 | | Replace broken window | \$350.00 | |
| Clean Bathtub & Shower area | \$100.00 | | Replace window screen | \$35.00/PER | |
| Kitchen Cabinets | \$60.00 | | Damaged blinds | \$35.00 | |
| Bathroom cabinets (in/out) | \$35.00 | | Burnt Light Bulbs | \$5.00/PER | |
| Closet shelves wiped clean | \$15.00 | | Replace Light fixture globe | \$50.00 | |
| Carpet/Floors | | | | | |
| Clean carpet | \$65.00 | | Replace Ceiling fan | \$200.00 | |
| Remove Carpet Stains | \$130.00 | | Replace Shower head | \$35.00 | |
| Deodorize Carpet | \$150.00 | | Replace Faucet handle | \$25.00 | |
| Refinish hardwood floor | \$15.00/Sq ft | | Replace Faucet (Kitchen) | \$250.00 | |
| Repair floor tile | \$15.00/ft | | Replace Faucet (Bathroom) | \$150.00 | |
| Sweep apt. floor clean of debris | \$50.00 | | Miscellaneous | | |
| All trim and woodwork wiped clean | \$100.00 | | Debris/Belongings removal | \$75.00/ PER BAG | |
| Storage Area | | | | | |
| Remove debris and swept out | \$100.00 | | Large item removal | \$200.00/ PER ITEM | |
| Remove tenant lock | \$50.00 | | Smoke Detector | \$35.00 | |
| Walls | | | | | |
| Cover crayon/pen marks | \$50.00 | | Chipped counter top | \$50.00 | |
| Remove unwanted adhesive | \$10/per spot | | Replace refrigerator shelf | \$150.00 | |
| Repair hole in wall larger than 1/2" | \$45.00 | | Replace Towel Bar | \$50.00 | |
| Repair scuff marks | \$50.00 | | Replace Shower curtain rod | \$75.00 | |
| | | | Replace toilet seat | \$45.00 | |
| | | | Missing Key | \$75/PER | |

+MISCELLANEOUS Remarks:

The above charges are approximate and may be billed higher or lower depending on the amount of time required to repair or replace. These charges are related to abnormal wear and tear and are a product of direct damage.