



JNB Platinum Properties

The Key to your Success!

Move Out Procedures

Dear Departing Residents,

We would like to take this opportunity to thank you for leasing from a JNB Property and at the same time provide you with this guide/checklist to help you receive your security deposit back. We strongly prefer the situation when all of your security deposit can be returned to you. Leaving your unit in good shape and complying with the rules saves time, hassles and money in the long run for all parties involved.

Please be reminded of the following:

- You must provide written notice to vacate.
- **You must provide a forwarding address.**
- You are required to give advance notice in accordance with paragraph 3 of your lease.
- Your lease agreement requires that you leave the property in a clean and undamaged condition. If we have to hire someone to clean the home, you will be charged the cleaning fee. You are not responsible for carpet cleaning.
- We will inspect your unit after move-out to determine what charges, if any, will be deducted from your security deposit.
- All keys must be returned upon move-out. If keys are not returned, you will be charged \$10.00 per unreturned key.
- You should call utility companies and arrange for a final reading. **You MAY NOT have the utilities taken out of your name until your EXACT LEASE EXPIRATION DATE or you will be charged a \$100.00 disconnect utility fee.**
- You are liable for payment of the rent through the end of your lease term even if you vacate before the end of the lease term.
- If you vacate prior to the end of the lease term or fail to give proper notice to vacate, you will be charged the cost of re-letting.

Again, thank you for choosing a JNB property and we wish the best of luck to you in the future. If you have any questions, please feel free to call us at 979-776-4300.

Sincerely,

JNB Platinum Properties

Schedule of Cleaning Cost

If you vacate your residence and fail to leave the unit in acceptable condition, you will be subject to the cleaning costs as listed in this addendum. It is your responsibility to thoroughly clean the residence upon move-out to avoid being charged cleaning fees.

KITCHEN

Refrigerator/Freezer	\$45.00
Oven/Stove/Venthood	\$40.00
Sink	\$10.00
Microwave	\$10.00
Dishwasher	\$15.00
Countertops	\$15.00
Cabinets	\$20.00
Floor	\$20.00

LIVING ROOM/BEDROOMS

Vacuum (per room)	\$15.00
Mini Blinds (cleaning each)	\$10.00
Ceiling Fan (each)	\$12.00

BATHROOM

Tub/Shower (each)	\$40.00
Toilet (each)	\$25.00
Sink (each)	\$15.00
Countertops	\$15.00
Cabinets/Drawers	\$15.00
Floor	\$10.00

PATIO/BALCONY

Sweep	\$10.00
MISCELLANEOUS COSTS	
Shampoo carpet	\$100.00 and up
Mini-blind replacement	\$25.00 and up
De-flea	\$50.00 and up
Interior Paint	\$55.00 and up
Floor tile	\$35.00 and up
Holes in walls	\$20.00 and up
Window Screen Replacement	\$25.00 and up
Door Keys (each)	\$10.00
Mail Keys (each)	\$10.00
Replace Fire Extinguisher	\$30.00 and up
Trash Out	\$25 per bag

In addition, if any of the following are required, you will be charged our actual cost:

Garbage disposal Replacement	Furniture Removal	Light bulb replacement
Carpet Dye	Carpet Replacement	Pet Damage
Window Glass Replacement	Interior and Exterior Doors	Countertops, sinks, tub resurfacing
Refrigerator Shelf or Crisper Replacement	Blind Replacement	Smoke Alarms

Additional charges may be assessed contingent upon the condition of the home. The above is an **estimated cost**. In the case of very dirty homes, charges may exceed the amounts listed above.

CLEANING INSTRUCTIONS

These instructions are included only as a guideline.

Kitchen

- Cabinets & Drawers: Clean inside & out – Don't forget the Pantry.
- Countertop & Backsplash: Cleaned & left free of residue.
- Microwave: Must be free of debris. Remove the turntable and clean thoroughly. Oven should be cleaned inside and out.
- Refrigerator: Must be emptied, cleaned inside & out & turned back to the lowest setting. **DO NOT TURN THE REFRIGERATOR OFF AND DO NOT USE A KNIFE TO SCRAPE ICE.** If damage is caused, you will be charged to repair or replace the refrigerator.
- Range: Clean the top, back, front, oven, broiler and areas under top burners. Be sure to also clean the oven racks.
- Range Hood: Clean underneath, filter, light cover & top.
- Floor: Must be thoroughly cleaned under range, & refrigerator as well as open areas. Floor should be free of residue after cleaning.

Bathrooms

- Toilet Paper Holder & Towel Racks: Wiped Clean with a damp cloth and cleaner. No residue left behind.
- Shower Curtain & Hooks: Must be removed
- Floors: Must be cleaned & shining with no soap scum left.
- Bathtub Enclosures/
Showers: Must be cleaned with no residue left or hair left behind.
- Toilets: Cleaned inside & out & especially around base at floor.
- Cabinets/Vanity: Cleaned inside & out, also clean mirror. Must be emptied and wiped clean with no residue or hair left behind.

GENERAL CLEANING

Carpets:	Should be vacuumed thoroughly. If carpets are left with debris or excessively dirty, you will be charged additional cleaning charges.
Blinds:	Should be cleaned and free of dust.
Tile Floors:	Must be cleaned. Pay particular attention not to miss the edges.
Light Fixtures:	Must be cleaned with soap & water with no streaks. All lights must have bulbs and be in working order. Shades should be taken down and cleaned and put back up.
Windows:	Must be cleaned inside with no streaks. Window sills must also be cleaned.
Cobb Webs:	The unit should be free of cobb webs.
Balconies/Porches:	Must be free of debris and should be swept.
Smoke Detector:	Must be present, attached and working. Detectors without working batteries will result in a charge to the resident.
Screens:	Must be on windows
Closets:	All of your items must be removed and floors cleaned.
Ceiling Fans:	Ceiling fan blades should be cleaned in addition to the light fixtures.
Baseboards:	Baseboards should be cleaned and left free of dust/debris

CLEANING SUGGESTIONS

When you are done cleaning the oven, turn it on for a few minutes. If it dries with a white residue left, take a clean wet cloth and wipe it clean.

When you are done in the bathroom, kneel down and look at the tile by the tub to see if the soap scum is gone. Check the bathroom in particular to make sure that all hair is gone.

When you are finished in the kitchen, look at the tile at an angle to check for any grease spots that may have been missed. Also, don't forget to check the bottom and edges of the range hood for leftover grease.

Don't forget the closets. These must be cleaned, swept and scrubbed.

OTHER DEDUCTIONS

In addition to any cleaning charges, the following items will be deducted from security deposit if they are not paid before the end of your lease:

- Late Fees
- Outstanding Invoices
- Unpaid Rent/Utilities
- Any termination fees
- Charges for Returned Checks
- Additional damage to unit beyond normal wear and tear.