



# CUMMING HOME PROPERTY MANAGEMENT, LLC

## **MOVE-OUT PACKET**

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# MOVE OUT OVERVIEW

## FAREWELL & WARM WISHES

THANK YOU, once again, for renting through Cumming Home Property Management, LLC. It has been our pleasure to have you as our tenant(s). Our aim, on behalf of the property owner, was to provide you with top quality property management service. We hope that we achieved that mission. On behalf of our firm owner, broker, office staff, property owners, and vendors, we wish you the best in all of your future endeavors and hope to serve you again.

We would like to take this opportunity to go over some of the items you'll need to complete prior to us taking back possession of your rental. We believe that if you are familiar with this information and these responsibilities, most misunderstandings will be avoided. When you are ready to move, the following will be required to avoid claims against your security deposit. Please keep these instructions until your move out inspection. We also encourage you to review your lease agreement for any clarification of the following information. We will be happy to answer any questions you may have at any time. You can reach us by email at [info@CummingHomePropertyMgmt.com](mailto:info@CummingHomePropertyMgmt.com), by phone at (770) 886-4102, or by text at (678) 671-5909.

## EARLY TERMINATION OF LEASE

In the event you require early termination of your lease, you will be charged a two-month rent penalty and total loss of your security deposit. Please read your lease for additional information.

## PROPERTY TURNOVER

Call at least one week prior to the date of your move out for your walk-through appointment. Our schedules book up rapidly and it is very important to call immediately for your walk-through date. We will complete your walk through during the hours of 9a-4p Monday through Friday. We do not schedule walk-through appointments on Saturdays, Sundays, or Holidays.

If you are unable to complete the walk-through appointment, please make provisions to drop off ALL keys or monitors by the last day of your lease. To avoid incurring more rent, it is necessary to give full possession to Cumming Home Property Management.

Please be prepared to supply your new address & telephone numbers either at the walk-through or by remitting to our office with your keys in order to apply your security deposit efficiently. We will remit a security deposit transmittal as quickly as possible, and in accordance with your Rental Agreement and Georgia law.

When you schedule your walk-through, you are to have all personal possessions removed from the property, the property completely vacant, clean, and ready for the walk-through appointment.

# MOVE OUT INSTRUCTIONS

**Please notify the office when you have scheduled the utilities to be cut off. Utilities are required to be on through the time of the move out inspection.**

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## **CLEANING**

Clean the interior and exterior of the property thoroughly. This includes cleaning vinyl or tile floors, windows inside and out, window sills and door casings, mini-blinds, wiping out drawers and shelves, appliances, stove pans, sinks, toilets, bath tubs, showers, vanities, light fixtures, ceiling fan blades, fireplaces, removal of cobwebs inside and out, etc. In general, the property is to be left in the same clean and well-maintained condition as when you rented it. You are responsible for any above normal wear.

## **REPLACEMENTS**

Tenants are responsible for replacing light bulbs, HVAC and water filters, and smoke detector batteries. These items must be **IN PLACE AND WORKING** to avoid charges. Please change the HVAC filter(s) just before vacating the property. If the above items are missing or not working, there is a charge.

## **CARPET CLEANING**

Carpets must be professionally cleaned at move out. **DO NOT** rent machines or use home cleaning machines. Only professional cleaning is accepted. The carpet cleaning company must guarantee their work to the satisfaction of Cumming Home Property Management and a receipt is required prior to your move-out inspection. Cumming Home Property Management will not reimburse for any carpet cleaning contracted by tenants.

If tenants do not coordinate professional steam cleaning of carpets, the cost of the carpet cleaning will be deducted from the security deposit. Our office must be given the time for scheduling this job within your vacating the property. If cleaning is completed after you vacate, you will be charged for the utilities and rent until cleaning is complete. Please act accordingly to avoid incurring a greater charge.

## **LANDSCAPE**

The property is to be neatly mowed, trimmed, pruned, weeded, fertilized, and watered for outside areas that

apply in your rental contract. Remove all trash, debris, and grease. Pick up and dispose of any animal droppings.

## **TRASH**

If you have trash that exceeds the normal pickup, you are to arrange to have it hauled away at your expense. Place all other trash within the appropriate trash receptacles for normal trash removal.

## **PAINTING**

We request that you do not spackle, putty, or touch up paint unless sure the paint will match. Charges can be incurred if unnecessary painting is required due to tenant painting. Charges for painting depend on whether it exceeds normal wear and tear and the length of time in the property. You will be charged for any rooms/walls that have been painted and not returned to the original color that CHPM uses, regardless of length of tenancy.

## **ADDITIONAL NOTE**

All of our properties are smoke free residences, so smoking is **NOT** permitted inside the premises by tenants, guests or invitees. Tenant understands that smoking inside the premises shall be considered a material default under this lease agreement and that smoke related damage shall not be considered ordinary wear and tear.

## **MOVE OUT INSPECTION**

Move out inspection will be performed only after all tenants have vacated the property and removed all belongings from the premises.

## ESTIMATED MOVE OUT CHARGES

These are estimated charges for the most common items that are deducted from the security deposit.  
\*Prices are subject to change due to severity and damage\*

Charge Type	Estimated Price
Cleaning of Oven	\$45
Cleaning of Stovetop	\$30
Cleaning of Dishwasher	\$15
Cleaning of Tub/Shower	\$40
Cleaning of Windows	\$12 (per window)
Cleaning of Toilets	\$35 (per toilet)
Total House Cleaning	\$250
Carpet Cleaning	\$225
Removal of Trash from Property	\$150
Replacement of Oven Racks	\$50
Replacement of Stove Drip Pans	\$10
Replacement of Smoke Detector	\$25
Replacement of Towel Bar	\$25
Replacement of Normal Lightbulb	\$4 (per bulb)
Replacement of Candelabra Lightbulb	\$3 (per bulb)
Replacement of Vanity/Hollywood Lightbulb	\$6 (per bulb)
Replacement of Exterior Floodlight	\$20 (per bulb)
Replacement of Outlet Covers	\$7 (per outlet)
Replacement of Window	\$125 (per window)

PROPERTY MANAGEMENT, LLC  
770-886-4102