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Move-Out Package

Dear Resident(s):

Regrettably, you will be leaving us in the upcoming weeks. To make it as easy as possible to process your security deposit, we have enclosed general move-out information. Feel free to contact us with any questions.

Attached you will find a detailed list of cleaning instructions, as well as damage and standard replacement costs for damaged or missing items. This list was compiled to explain what is expected of you and what we will be looking at during an apartment inspection. Upon moving out, all personal property will need to be removed, all resident's keys returned, a move-out walk through completed with staff, and a change of address form completed.

It's been a pleasure having you as a tenant. We trust that you have enjoyed your stay with us and we wish you much luck in the future.

Best Regards,

The Management

General Move-Out Information

Please be sure that you have removed all of your personal items and have left the apartment in clean, damage-free condition. If you have not vacated the premises by 12:00 Noon on the last day of your lease, a fee will be incurred and items may be discarded. You must have prior arrangements approved by management to extend your stay.

When you moved in, you may have completed a detailed move-in inspection checklist. Once we have completed the move-out inspection on your unit, we will compare it to your move-in checklist. Any damages noted upon move-out that were not there when you moved in would be deducted from your security deposit. We have attached for your review a list of the costs for various charges that could be assessed to your security deposit.

If you wish to not be present for the inspection, a signed surrender of possession form must be turned in. Also, keep in mind that we will videotape and/or photograph excessively dirty or damaged apartments.

Most common chargeable items include dirty apartments (**you are responsible for cleaning before you vacate**), stains on carpet or upholstery, holes in walls or doors, unreported maintenance problems that reflect negligence, torn screens or broken windows or mirrors. Normal wear and tear is taken into account. To the degree it is reflected in the Move-In Inspection Report.

Important Things To Do Before The Walkthrough

- REMOVE ALL PERSONAL BELONGINGS
- REMOVE STAPLES, TACKS/NAILS, TAPE FROM WALLS/CEILINGS
- TAKE DOWN POSTERS/WALL HANGINGS
- REPORT ANY DAMAGES TO MANAGEMENT FOR PROPER BILLING
- **DO NOT ATTEMPT YOUR OWN REPAIR WORK**
- LEAVE REFRIGERATOR ON – DO NOT DEFROST FREEZER
- CLEAN THE RANGE , OVEN, MICROWAVE, AND SINK
- DISPOSE OF ALL WASTE IN ALL ROOMS AND TAKE OUT – PLEASE COMPOST/RECYCLE/REUSE
- CLEAN APARTMENT THOROUGHLY
- SUBMIT A MAIL FORWARDING REQUEST TO THE US POSTAL SYSTEM
- SUBMIT A FORWARDING ADDRESS TO OUR OFFICE FOR YOUR SECURITY DEPOSIT REFUND

Great Expectations - Cleaning

Below you will find a list of items or areas that must be **cleaned thoroughly**. You, as a resident, have the right to clean your apartment yourself or to contact an independent cleaning service company. We can gladly recommend some trusted vendors upon request.

KITCHEN/ENTRY

CABINETS AND DRAWERS * COUNTERTOPS AND BACKSPLASH * REFRIGERATOR/FREEZER (**DO NOT DEFROST**)
* RANGE * MICROWAVE * FLOOR * LIGHTS * WALLS * FIRE EXTINGUISHER (in place) * DISHWASHER *
RANGE HOOD/FILTER * PANTRY * MIRRORS

BATHROOMS

BATHTUB ENCLOSURES * BATHTUB(S) * TOILET(S) * CEILINGS * MEDICINE CABINET(S) * SINKS * VANITY *
FLOOR * LIGHTS * TOILET PAPER HOLDER * TOWEL RACKS * VENTS * WALLS

LIVING ROOM AND BEDROOM(S)

CARPETS (under the beds/furniture) * BLINDS * LIGHTS * WINDOWS * FURNITURE * SMOKE DETECTORS
(in place) * CLOSETS * SCREENS (in place) * WALLS * LIGHT SWITCHES * OUTLET PLATES * VENTS

Other Deductions

In addition to any cleaning charges that may be assessed, the following items will be deducted from your deposit if they are not paid before lease termination: **Late fees, any outstanding invoices, unpaid rent, NSF check fees, common area charges, any legal fees that you may have incurred and any damages to furniture or the apartment itself.**

Final Notes

Please make sure you call the phone company to disconnect your service. Inform them of the date you wish to terminate service and give them a forwarding address to which they can send your final bill. It is very important to disconnect your service, as new residents will be unable to get service if you have not terminated yours.

Your security deposit will be processed within twenty one (21) days of the termination date of your lease. During the final walkthrough, please return all keys and any accessories to the manager. We truly thank you for your anticipated cooperation.

Apartment Cleaning Costs

Bathroom not clean	1BR	\$40
(Includes toilet, tub, tile, sinks, floor)	2BR	\$60
Kitchen not clean – excluding refrigerator & oven	1BR	\$40
(Includes floor, sink, range top, cabinets)	2BR	\$60
Entry closet	1BR	\$20
Living room	1-2BR	\$60
(Includes tables, couch, chairs, window tracks)		
Dirty garbage cans	to clean	\$10
	to replace	\$25

Rubbish and Personal Property Removal

Rubbish and removal will be at \$25.00 per bag. We do not store personal property as it will be disposed of if not removed by the resident upon move out.

Key Replacement Costs

Failure to return front door key		\$45
Failure to return mailbox key		\$35

Painting and Patching

Hole – through the wall board (fist)	minimum	\$40
Paint removed due to tape/picture hanging	minimum per pull	\$10
Cracks in drywall	Length in inches x 3 x \$1.00	
Other holes in drywall	(length + width in inches) x 3 x \$1.00	
Painting – short wall		\$30
Painting – long wall		\$100
Painting of entire apartment (Can vary due to size of unit)		\$750 to \$200

Carpet Cleaning

Living room & entry		\$35
Bedroom – small		\$15
Bedroom – medium		\$20
Bedroom – large		\$30
Permanent spots: gum, tar, paint, burns	per spot	\$35

Kitchen

Replace range hood filter		\$10
Replace microwave		\$250
Clean range hood		\$25
Replace fire extinguisher		\$25
Recharge fire extinguisher		\$10
Replace smoke detector		\$120
Clean microwave		\$25
Clean range		\$25
Clean refrigerator		\$25
Replace range hood		\$100
Replace Range		\$600
Replace Dishwasher		\$600
Replace Refrigerator		\$600

Bathroom

Bathroom door knob set		\$75
Replace toilet		\$250
Replace toilet seat		\$20
Replace toilet tank top		\$50
Replace toilet paper bracket		\$10
Replace towel bar	each	\$10
Replace medicine cabinet mirror	actual cost plus labor	
Replace shower head		\$10
Replace tub or shower fixture	actual cost plus labor	

Replace shower rod		\$15
Vanity, plumbing fixtures	actual cost plus labor	
Bedroom / Living Room		
Replace thermostat		\$90
Replace light fixture		\$90
Replace phone jack	actual cost plus labor with Phone Company	
Doors		
Replace peephole		\$15
Replace bathroom door		\$90
Replace bedroom door		\$90
Replace door knobs on entrance door		\$125
Core changes on lost keys		up to \$45
Replace entrance door		\$400
Replace mirrored closet doors		\$120 per panel
HVAC grill		\$60
Replace door knobs on bathroom door		\$75
Windows and Mirrors		
Replace window	actual cost plus labor from Glass Company	
Replace mini-blind / vertical blind		\$40
Room mirrors and bathroom door mirror- cracked, broken, missing		\$40
Screens		\$50

All other damages with no quoted price will be charged as actual cost plus labor

NOTE: There is a fifteen percent (15 %) administrative charge added to all damage, cleaning, painting charges to the unit.

**** COSTS LISTED ABOVE ARE ESTIMATED AND SUBJECT TO CHANGE AT ANY TIME. ****