



Home Information Network, Inc.

Moving-Out Checklist

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

Name of Tenant: _____

Phone Number of Tenant: _____

Email address of Tenant: _____

Address of the location Tenant is moving out of: _____

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

Date in which the keys are being returned: _____

Security Deposit Amount: \$ _____

Forwarding address Tenant requests the security Deposit be Sent to:

Thank you for the opportunity to assist you with your rental needs. If you are considering buying or renting in the future, please give us a call and we would be happy to help!

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:

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	\$25.00	
Deodorize Carpet	\$150.00		Replace Faucet handle	\$25.00	
Refinish hardwood floor	\$15.00/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"	\$35.00		Replace Towel Bar	\$50.00	
Repair scuff marks	\$50.00		Replace Shower curtain rod	\$75.00	
			Replace toilet seat	\$45.00	

+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.