



Moving-Out Checklist

An inspection will be made after all keys are returned to the office. Security deposit refunds are based on the inspection. 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: _____

Expected move out date: _____

Security Deposit Amount: \$ _____

Tenant's Forwarding address for return of Security Deposit:

Tenant Signature

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

To complete the move out process please return your keys in an envelope with your name and number on it to our office address below:

9330 Kenwood Rd.

Cincinnati, OH 45242

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: _____

Comments: _____

ITEM	Expense	Unsatisfactory	ITEM	Expense	Unsatisfactory
General Cleaning			TV wall mount paint and repair	\$195.00	
Stove top	\$150.00		Doors		
Stove drip pans	\$150.00		Repair forced door damage	\$175.00	
Oven	\$150.00		Replace door	\$500.00	
Exhaust Fans	\$140.00		Replace screen door	\$200.00	
Refrigerator/Freezer (inside/out)	\$175.00		Replace damaged locks	\$175.00	
Disposal of food in fridge	\$175.00		Windows/ Fixtures		
Window sills	\$75.00		Window lock broken	\$45.00/PER	
Clean Toilet	\$85.00		Replace broken window	\$350.00	
Clean Bathtub & Shower area	\$175.00		Replace window screen	\$35.00/PER	
Kitchen Cabinets	\$60.00		Damaged blinds	\$75.00	
Bathroom cabinets (in/out)	\$55.00		Burnt Light Bulbs	\$5.00/PER	
Closet shelves wiped clean	\$50.00		Replace Light fixture globe	\$150.00	
Carpet/Floors			Replace Ceiling fan	\$200.00	
Clean carpet	\$175.00		Replace Shower head	\$35.00	
Remove Carpet Stains	\$130.00		Replace Faucet handle	\$25.00	
Deodorize Carpet	\$150.00		Replace Faucet (Kitchen)	\$250.00	
Refinish hardwood floor	\$20.00/Sq ft		Replace Faucet (Bathroom)	\$150.00	
Repair floor tile	\$20.00/ft		Miscellaneous		
Sweep apt. floor clean of debris	\$150.00		Missing Parking Pass	\$200.00	
All trim and woodwork wiped clean	\$100.00		Debris/Belongings removal	\$75.00/ PER BAG	
Storage Area			Large item removal	\$200.00/ PER ITEM	
Remove debris and swept out	\$200.00		Smoke Detector	\$35.00	
Remove tenant lock	\$150.00		Chipped counter top	\$50.00	
Walls			Replace refrigerator shelf	\$150.00	
Cover crayon/pen marks	\$250.00		Replace Towel Bar	\$50.00	
Remove unwanted adhesive	\$25/per spot		Replace Shower curtain rod	\$75.00	
Repair hole in wall larger than ½"	\$45.00		Replace toilet seat	\$45.00	
Repair scuff marks	\$50.00		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.