



Home Information Network, Inc.

# Moving-Out Checklist

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 (must be at least 30 days prior to actual move out date): \_\_\_\_\_

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:**

6839 Plainfield Road

Cincinnati, OH 45236

[www.CincyRentsOnline.com](http://www.CincyRentsOnline.com)

[www.CincyHomesOnline.com](http://www.CincyHomesOnline.com)

513-793-3999

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*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
<b>General Cleaning</b>			TV wall mount paint and repair	\$195.00	
Stove top	\$50.00		<b>Doors</b>		
Stove drip pans	\$50.00		Repair forced door damage	\$175.00	
Oven	\$50.00		Replace door	\$500.00	
Exhaust Fans	\$40.00		Replace screen door	\$200.00	
Refrigerator/Freezer (inside/out)	\$75.00		Replace damaged locks	\$75.00	
Disposal of food in fridge	\$75.00		<b>Windows/ Fixtures</b>		
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	\$35.00	
Bathroom cabinets (in/out)	\$55.00		Burnt Light Bulbs	\$5.00/PER	
Closet shelves wiped clean	\$50.00		Replace Light fixture globe	\$50.00	
<b>Carpet/Floors</b>			Replace Ceiling fan	\$200.00	
Clean carpet	\$75.00		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	\$15.00/ft		<b>Miscellaneous</b>		
Sweep apt. floor clean of debris	\$50.00		Missing Parking Pass	\$100.00	
All trim and woodwork wiped clean	\$100.00		Debris/Belongings removal	\$75.00/PER BAG	
<b>Storage Area</b>			Large item removal	\$200.00/PER ITEM	
Remove debris and swept out	\$200.00		Smoke Detector	\$35.00	
Remove tenant lock	\$50.00		Chipped counter top	\$50.00	
<b>Walls</b>			Replace refrigerator shelf	\$150.00	
Cover crayon/pen marks	\$150.00		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:**

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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.