



Move-Out Guidelines

We want to return your security deposit to you in full. To do that, we need your cooperation in following our Move Out Guidelines.

PAINTING: A reasonable amount of small nail holes and minor nicks or marks is considered normal wear and tear. In that case you do not need to make any repair (do not patch small nail holes unless there is an excessive amount). Please see the following paragraph taken from the CA Dept. of Consumer Affairs:

“Generally, minor marks or nicks in walls are the landlord’s responsibility as normal wear and tear (for example, worn paint caused by a sofa against the wall). Therefore, you will not be charged for such marks or nicks. However, a large number of holes in the walls or ceiling that require filling with plaster, or that otherwise require patching and repainting, could justify withholding the cost of repainting from your security deposit. In this situation, deducting for painting would be more likely to be proper if the rental unit had been painted recently, and less likely to be proper if the rental unit needed repainting anyway. Generally, large marks or paint gouges are the tenant’s responsibility.”

If painting is required, we strongly recommend you hire a professional. If you choose to repaint yourselves, we recommend you do not “touch up” the walls. Spot painting is hard to do correctly. Even when the same paint is used, often the touch up’s flash (this is because paint fades over time). This makes it look worse because the touch ups stand out. If a certain area has damage above normal wear and tear, we ask that you paint the whole wall after properly filling the nail holes. If areas are damaged above normal wear and tear and not painted correctly, we will hire a painter fix them. Determining the amount we deduct from your security deposit for repainting, when repainting is necessary, is based on the length of your stay in the rental unit:

Length of Stay/Deduction

- Less than 6 months = Full cost
- 6 months to 1 year = 2/3 the cost
- 1 year and one day to 2 years = 1/3 the cost
- 2 years and one day to 3 years = ¼ the cost
- 3 years and a day = No charge to tenant

CLEANING: The property needs to be returned equally clean or cleaner than at move in. We highly recommend you hire a professional cleaning service to do the move out cleaning. Often a resident will attempt to clean the unit themselves, prior to vacating. Although you are more than welcome to do this, we do not recommend it. The unit needs to be move in ready clean for the next resident. If cleaning is not satisfactory, we will hire a professional cleaning crew and their services will be deducted from your security deposit. It’s not fun spending hours cleaning, just to fall short of the move out standards and be charged additional cleaning fees. A detailed list of cleaning expectations can be provided upon request.

_____ (Initials) _____ (Initials)

CARPET CLEANING: All carpets must be professionally cleaned using a professional cleaning service (store bought rentals are not accepted). The carpet cleaning must be done when all items are out of the property. You must provide a receipt to management and work must be completed satisfactorily. Please leave the receipt on the kitchen counter. Please note, even though the carpet is professionally cleaned you could still be charged for carpet repair/cleaning costs. For example, but not limited to, stains that are not due to normal wear and tear and/or pet urine odor might result in an extra carpet cleaning with additional cleaning solutions and/or carpet replacement.

REPAIRS: If something in your unit broke due to negligence or by accident, it needs to be fixed. If the furnace filter is dirty, it needs to be changed. Light bulbs that were working when you moved in, need to be working when you move out. Please email info@choosermg.com to get approval before you make any repairs.

IMPORTANT NOTES:

- **To avoid being charged additional rent, all keys must be returned to our office by 5pm on your lease end date, unless instructed otherwise in writing by Realty Management Group.** We are open Monday-Friday 9am-5pm. If your lease ends on a weekend, the keys need to be returned no later than 12pm the next business day to avoid additional charges.
- **If we come out to the property and you are not completely moved out or not ready to return full possession to us, you will be charged a \$75 trip charge, plus owe rent until full possession is returned.** If you are breaking your lease, you will owe rent and other prior agreed upon charges until the new tenant moves in.
- **We do not do a final walk-through with departing tenants. You have the right to a pre-move out inspection, if desired.** This is where we identify what you need to do to get your full deposit back. It is up to you to schedule this optional inspection. Please email info@choosermg.com to schedule.
- **Your security deposit cannot be used for last month's rent.**
- Your security deposit will be mailed out to you, minus applicable deductions (if any), no later than 21 days from when possession is returned to Realty Management Group.
- **Per the lease agreement, security deposit checks are made payable to all tenants on the lease.** This means all tenants will need to be present at the bank to cash the check, unless you have a joint bank account.
- **You must email info@choosermg.com your forwarding address.** We will not accept voicemails or other forms of submitting your forwarding address. If your forwarding address is not emailed, we will hold any funds due to you until we obtain written instruction on how to disburse those funds.
- **Please leave all utilities on until possession is returned to management. If you plan to shut off utilities early, please notify us so there is not an interruption of service.**
- If there is an HOA, make sure to schedule with the HOA to reserve the elevator and to follow proper HOA move-out procedures. Realty Management Group is not responsible for making sure this is coordinated and/or reminding the resident of the HOA rules and regulations and/or updated HOA policies.
- Please provide the Post Office your forwarding address online at usps.com. When you move, put a note in your mailbox to read VACANT. Realty Management Group cannot forward or collect your mail after move out. If any of your mail is found at the property after you move, it will be put back in the mail "Return to Sender- Not at this address".

By signing below, you are certifying that you understand and agree to all of the terms mentioned above.

Tenant

Date

Tenant

Date

_____ (Initials)

_____ (Initials)