



**jacobgrant**

Property  
Management

## Moveout Packet and Cleaning Checklist

Dear Tenants,

We've been happy to have you and are sorry to see you leave. If you're wondering "What do I need to do now?" ... Prepare, prepare, and prepare! To help you get your full security deposit back, here is a list of things to take care of.

- If you haven't given your written **30 day written notice**, please do so via your [tenant portal](#).
- To avoid forfeiture of your deposit, **Please provide a forwarding address.** (See Section 2.2.8 of the lease)
- Please do any small repairs or replace items that are on the "Move Out Invoice" (attached). (Anything not repaired or replaced may result in a charge.)
- Please checkmark every line item on the "Cleaning Checklist" as you clean. (attached) (Anything not completed may result in a charge.)

Upon completion of the "Move Out Invoice Checklist" and "Cleaning Checklist, **RETURN keys and a signed cleaning checklist to your nearest Jacob Grant Office** on or before your move out date. Please note that if keys are not returned to us (*this includes leaving the key at the property*) on or before your move out date you will be charged rent for the additional days and a **\$50 non-returned key fee**.

○ Our Locations:

- Idaho Falls Office – 490 Park Ave, Ste 1
- Rexburg Office – 237 N. 2<sup>nd</sup> E. Ste 218
- Pocatello Office – 1175 Call Creek Dr, Ste 100
- Eastridge Office – 1378 Curlew Dr, Ste 135

## Frequently Asked Questions

### **Where do I leave garage door openers?**

*Please leave in kitchen drawer. (Do not bring garage door openers to the office.) You may be charged for any garage door openers that are missing.*

### **When can I expect my security deposit or bill?**

*We will send it to your forwarding address within 30 days after receiving keys from you. If we do not receive forwarding address your security deposit will be forfeited.*

### **What is the purpose of the "Move Out Invoice Checklist?"**

*The purpose is for tenants to replace or repair any items on this checklist so that it is not deducted from their security deposit and also to inform tenants of tenant damage costs.*

### **What do I do with utilities that are in my name?**

*If Early Termination, you will need to leave utilities in your name until the unit rents out.*

*If not Early Termination, please take out of your name and put into Jacob Grant PM on the day after your move out date.*

### **How much should I clean or what if apartment was dirty when I moved in?**

*To ensure you get your security deposit returned you will have to do **EVERY** item on the "Cleaning Checklist"*

THANKS & GOOD LUCK WITH YOUR MOVE!

If you have any questions or concerns don't hesitate to call 208-522-3138 or email at support@jacobgrant.com

## Moveout Invoice Checklist

Prices include parts and labor unless otherwise specified.

Description	Price Range	Qty	Price
AIR FILTER dirty or missing air filter	\$55 & up		\$
AUTOMOBILE, vehicle, trailer left on premises – removal charge	\$250 each		\$
CARPET – Replacement	\$5/sqft		\$
CARPET Cleaning	As per market rate (Spot removal is \$50 each spot; Pet Remediation is \$500- \$1500)		\$
CEILING FAN – replacement	\$150		\$
CLEANING – if needed before ready to rent to new Tenant.	\$39/man hour, \$78 min.		\$
COVER PLATES - electric switch and receptacle cover plates	\$15 each		\$
DOOR – Exterior / Interior	\$450 & up / \$200 & up		\$
DOOR STOP- Replacement or repair	\$18 each		\$
DOOR KNOBS – interior	\$55 each		\$
DRIP PANS – replacement	\$56 each set of four		\$
ELECTRIC Outlets – replacement	\$60 each		\$
FLOOR TILE – vinyl 12” x 12”	\$20 each tile		\$
GARAGE DOOR -rekey	\$100 & up		\$
GARAGE DOOR REMOTE – replacement	\$100 & up		\$
HOUSEKEEPING	As per market rate		
LAWN SERVICE -- Lawn needs cut and trimmed	\$50 & up		\$
LIGHT BULBS -- Burned out, missing.	\$16 each bulb		\$
LIGHT Fixtures	\$45 & up		\$
LOCK – deadbolt lockset or knob lockset	\$100 & up		\$
MINI BLINDS – damaged or missing	\$50 & up each		\$
NAIL HOLES larger than 1/8”	\$25 each		\$
NAIL HOLES larger than 1”	\$60 each		\$
NON-RETURNED KEY -at moveout (this includes leaving in the home)	\$50		\$
PAINTING – interior	\$2.50 per sqft		\$
RANGE – replacement	\$800 & up		\$
REFRIGERATOR – replacement	\$800 & up		\$
REPAIRS by licensed trades (electrician, plumbers, roofers, etc)	As charged to Landlord		\$
SATELLITE DISH or ANTANNAE – Remove and seal	\$150		\$
SHOWER HEAD	\$45 & up		\$
SMOKE ALARMS – replacement Batteries	\$70 each alarm \$10 each battery		\$
STORM DOOR – pneumatic closure	\$90		\$
STORM DOOR – replacement	\$400 & up		\$
STORM DOOR – stop chain	\$40 & up		\$
THERMOSTAT – replacement	\$80 & up		\$
TOWEL BARS	\$60 & up		\$
TRASH -- Debris removal interior or exterior	\$350 per trailer load (abandoned property) \$100 minimum		\$
WINDOW GLASS – Cracked or Broken Glass	\$180 & up		\$
WINDOW replacement	\$250 & up		\$
WINDOW SCREENS	\$85 & up each		\$

NOTES: No Tenant Charges			
<b>Total</b>	Total		\$

## CLEANING CHECKLIST

**\*PLEASE CHECKMARK EVERY LINE ITEM AS IT IS DONE TO ENSURE RETURN OF YOUR SECURITY DEPOSIT**

### Living Room

<input type="checkbox"/>	All items removed from the walls and filled in with putty (do not over apply)
<input type="checkbox"/>	Carpets vacuumed including the edges
<input type="checkbox"/>	Light switches, covers & outlets cleaned
<input type="checkbox"/>	Window sill & tracks cleaned out
<input type="checkbox"/>	Windows cleaned
<input type="checkbox"/>	Window blinds vacuumed and wiped off
<input type="checkbox"/>	Front door wiped down, any sticky substances removed from front and back
<input type="checkbox"/>	Walls and plant shelves cleaned
<input type="checkbox"/>	Light Fixtures wiped down, cleaned and burned out bulbs replaced
<input type="checkbox"/>	Trim wiped down and cleaned
<input type="checkbox"/>	Change Furnace filter
<input type="checkbox"/>	Clean all the vents in the room

### Bedrooms

<input type="checkbox"/>	All items removed from the walls and filled in with putty
<input type="checkbox"/>	Carpets vacuumed, including edges
<input type="checkbox"/>	Light switches, covers & outlets cleaned
<input type="checkbox"/>	Window sill & tracks cleaned out
<input type="checkbox"/>	Windows cleaned
<input type="checkbox"/>	Window blinds vacuumed and wiped off
<input type="checkbox"/>	Walls cleaned
<input type="checkbox"/>	Doors dusted and wiped down
<input type="checkbox"/>	Dust and wipe down closet shelves
<input type="checkbox"/>	Light Fixtures wiped down and cleaned
<input type="checkbox"/>	Trim wiped down and cleaned
<input type="checkbox"/>	Clean all the vents in the room

### Kitchen

	All items removed from the walls and filled in with putty
	All food removed from fridge, freezer, and cupboards
	Light switches, covers & outlets cleaned
	Window sill & tracks cleaned out
	Windows cleaned
	Window blinds vacuumed and wiped off
	Walls cleaned
	Cabinet fronts, tops & insides washed down
	Disposal flushed out (pour a little bleach or lemon juice for freshness)
	Dishwasher runs through a cycle without dishes to remove excess food. Outside wiped down.
	Drawers washed inside and out
	Fan above the stove dusted and fan cover washed
	Freezer defrosted and wiped down. Do not use any sharp tools to remove ice.
	Fridge racks, drawers, behind drawers, shelves & all compartments cleaned.(Leave ON)
	Vacuum and wipe down above the kitchen cabinets and remove all décor.
	Gently pull the fridge out and clean underneath and behind. Clean fridge as well.
	Stove burners and underneath (top lifts up) washed and cleaned out..
	Broiler drawer under oven cleaned out.
	Floor beneath the stove swept and mopped
	Microwave cleaned inside and out
	Outside of stove and stove top cleaned to shiny.(Replace drip pans if not shiny)
	Oven cleaned. Wipe the inside out until inside is shiny and all burnt food is removed
	Entire floor should be swept and mopped, trim should be cleaned
	Countertops and edges scrubbed & cleaned
	Light Fixtures wiped down and cleaned
	Trim wiped down and cleaned
	Clean all the vents in the room

#### Bathrooms

	All items removed from the walls and filled in with putty
	Floor swept & mopped and all edges cleaned
	Light switches, covers & outlets cleaned
	Shower scrubbed so there is no soap scum or hard water spots
	Shower fixtures polished
	Mirrors cleaned
	Walls cleaned
	Door dusted and wiped down
	Sinks, edges, & fixtures cleaned & polished
	All cabinets cleaned inside and out
	Towel racks cleaned and polished
	Light Fixtures wiped down and cleaned
	Inside toilet bowl cleaned to remove any rings and build up
	Toilet lid, under seat and around base cleaned
	Countertops and edges scrubbed & cleaned
	Trim wiped down and cleaned
	Clean all the vents in the room

### Laundry Room

	All items removed from the walls and filled in with putty
	Floor swept & mopped and all edges cleaned
	Light switches, covers & outlets cleaned
	Washer wiped down and cleaned inside & out
	Dryer wiped down inside & out
	Shelf wiped down and dusted
	Walls cleaned
	Door dusted and wiped down
	Wipe down vacuum container and replace vacuum bag (can be purchased at model home)
	Wipe down all central vacuum parts, hoses, and attachments.
	Change Furnace Filter in Utility Room.
	Clean all the vents in the room
	Clean Drip pan under water heater

### Garage

	Clean door going into the garage (the standard 8 ft. door)
	Clean out all items & garbage
	Sweep out entire garage