



# MOVE OUT INSTRUCTIONS

It has been a pleasure providing you a home and having you as a tenant. As an agent for your Landlord, our goal is that your security deposit is returned in full. To meet this goal, we have provided some information to prepare you and make the transition as easy as possible.

Upon your move out please be aware of the following items covered by your Lease.

**\*\*\*LOUISIANA LAW REQUIRES WRITTEN NOTICE OF YOUR FORWARDING ADDRESS and all rental due paid in full prior to receiving a security deposit accounting.\*\*\***

Your lease requires you to leave the house ready for the next tenant to move in according to the following specifications:

## Carpet Cleaning

The carpet must be professionally cleaned; this includes shampooing, treating for any stains and/or deodorizing the property. If a pet resided at the property, the carpet must be treated for pet odors as well. Below we listed our preferred vendors for carpet cleaning; we **strongly recommend** you use these preferred companies as they will provide you a guarantee that the carpet shampoo meets the specifications required in your lease.

- River City Maintenance @ (225) 261-6565 Baton Rouge Area
- White Glove @ (337) 234-4165 Lafayette Area

## General Cleaning

The home must be completely free of personal items and cleaned including but not limited to the following:

- All hard surface floors, shelves, cabinets, drawers and counters
- Bathroom sinks, showers, tubs and toilets
- Eliminate any mold/dirt in grout and caulk or re-grout if required
- Kitchen sinks, drawers (inside and out), and all appliances (inside and out)
- Clean all blinds and baseboards
- Leave windows as you found them unless otherwise specified in your lease
- Remove any special soil (i.e. pet or child)

Below we listed our preferred vendors for general cleaning, we **strongly recommend** you use these preferred companies as they will provide you a guarantee that the cleaning meets the specifications required in your lease.

- Sarah Johnson @ (225) 276-4574 Baton Rouge Area
- Sweep Away @ (337) 296-8420 Lafayette Area



## Yard/ Lawn Care

Yard must be maintained according to your lease, this may include fertilization, cleaning flower bed weeds and mulching, trimming all bushes and mowing.

## Paint

You must properly repair damage to the property caused by carelessness, abuse, accident or neglect. Fill nail holes with spackling applied by fingertip - no caulk and no putty knife. You must touch- up/repair affected areas to cover any marks, smudges, scratches, soil or damages to match existing paint. The cost to complete inadequate repairs is your responsibility and may impact your security deposit accounting. It is not the Landlord's obligation to paint after each tenant turnover.

## General Repair

- Replace all burned out light bulbs with the proper type for each fixture and batteries
- Replace batteries in the smoke detectors
- Put fresh filters in the HVAC unit (including filters in the attic unit)
  - If the filters are dirty you may be charged for new filters and a service call
- Leave the property pest free - any pests left behind including fleas, are your responsibility
- Any personal property left at the premises will be removed at your expense
- Keep utilities on until the end of the lease - not vacancy, disconnect after that date (IF not you will be charged on your deposit accounting)

## Final Departure – Surrender

Once you ready to surrender the property, place the garage openers & swimming pool card(s) in a “zip-lock” bag into one of the kitchen drawers, leave all keyless dead-bolts disengaged, heat low (65) or A/C high (80), and lights off; lock the house and. return all keys to ONEprop. You have not surrendered the property until all access devices have been returned to ONEprop. You may be charged “holdover” rent at 2-3 times your normal daily rate (per your lease) for failure to vacate on time. Once you have vacated, please contact your property manager immediately so the move out inspection can be performed.

## Final Inspection and Security Deposit Accounting:

After you vacate the property and surrender all keys and access devices (including, if applicable, any pool access cards, pool access key or mailbox keys) a representative from ONEprop will perform an inspection by taking photographs of the condition of the property.

***For the safety of our employees we have a firm policy that we will not perform this final inspection with a resident present; therefore please do not ask for a "final walk through."***

The security deposit accounting will be completed and any monies owed are mailed at the end of the thirty day period, in accordance with the Louisiana statute. Please allow 5-7 business days (after the 30 day period) for the accounting to arrive in the mail.



## **A Final THANK YOU!**

ONEprop represents many different property owners and serves numerous tenants each year. We enjoy the relationships we develop with our owners and tenants. If you need help in the future, whether it is for buying a home or a reference, we are here to assist you with any questions or concerns you may have.

Further questions? Please contact your property manager. If you do not have their direct contact information, you may call our main office at (225) 385-4310 and ask for assistance.

Thank you,

ONEprop, Inc.



## Appendix A

### ESTIMATED COSTS

\*These costs are simple estimates to give an idea of what jobs typically cost under normal conditions. Other charges can be included and actual costs may vary.

#### Carpet Cleaning

1 room + hall: \$80

Additional room/hall: \$15 per

Stairs, stains and pet deodorize are extra and are not included in this price.

**\*Avg. carpet cleaning for a 2,000 square foot house is \$250**

#### Housecleaning

Light clean: \$90

Medium clean: \$150

Heavy clean: \$300

**\*Avg. houseclean for a 2,000 square foot house is \$150**

#### Yard/Lawn Care

Mow/Edge: \$40 - \$75

Add Dirt: \$50 - \$350

Trim Hedges: \$25 - \$100

Add Sod: \$100 - \$500

Weed/Mulch: \$20 - \$100

**\*Avg. yard care typically costs \$175**

#### Paint

Full Paint (walls, trim, doors, ceiling, etc.): \$900 - \$4,000

Walls only: \$400 - \$2,500

Touch up walls: \$250 - \$1,500

**\*Avg. painting job of a 2,000 square foot house is \$850**

#### General Repairs

▪ Trip Charge: \$55	▪ Replace Light Bulbs: \$15 - \$100
▪ Change air filter: \$10 - \$50	▪ Replace 2"inch Faux Blinds: \$60 - \$80 per blind
▪ Change Smoke alarm: \$20 per unit	▪ Replace 1"inch vinyl Blinds: \$25 - \$75 per blind
▪ Door Stops: \$5 - \$75	▪ Change Carbon Dioxide alarm: \$50 per unit
▪ Change Smoke/CO alarm batteries: \$8 -35	

**\*Avg. General Repairs Cost is \$175**