



RENTAL AGREEMENT ADDENDUM CS Real Estate Group, LLC

Move-Out Requirements Check-List

Upon Termination of tenancy it is the Tenant's responsibility to deliver the premises in a clean well maintained condition, less normal wear and tear. This checklist is provided to aid Tenant in preparing premises in order to maximize the return of the security deposit. This list is only for your convenience, however, as there may be items not mentioned because each property is unique.

Rent Proration:

Your 30-day written notice was received on the _____ day of _____, 20____, with an anticipated move-out date of _____, therefore the prorated rent due is \$_____. This rent amount is due on or before the first day of _____, 20__ and may not be deducted from the security deposit. Further, this rent shall be subject to late charges if not paid per the terms of the Rental Agreement.

Carpets:

As per your Rental Agreement, carpets must be professionally cleaned and verified with a receipt. If carpets are not cleaned, CS Real Estate Group will arrange for a professional carpet cleaner and will deduct the amount from your security deposit.

General Detailed Cleaning:

1. ___ **Windows:** Wash all windows, track and screens. (Inside and outside)
2. ___ **Light Fixtures:** clean globes, outlet covers and replace light bulbs.
3. ___ **Cabinets:** clean kitchen and bathroom cabinet faces, shelves, drawers, and counter tops.
4. ___ **Bathrooms:** clean sinks, showers, toilets, bathtubs and faucets (including hard water stains).
5. ___ **Appliances**
 - a. **Refrigerator/Freezer (defrost):** inside and out, clean underneath, and behind
 - b. **Stove/Oven/Range Hood:** inside oven, burners, and clean underneath. Replace drip pans if they are damaged.
 - c. **Dishwasher/Microwave:** inside ledge, face, knobs, etc.
 - d. **Washer/Dryer:** clean underneath, inside lid, empty lint filter, etc.
6. ___ **Baseboards, doors and walls:** wipe clean

7. ___ **Floors:** sweep and mop, including edges near cabinets.
8. ___ **Blinds/Curtains:** blinds left dirty/dusty are sent out for professional cleaning. If blinds are damaged please contact management.
9. ___ **Garage/Storage/Patio/Porch:** sweep floor, dust, shelves, and clean oil stains from driveway/floor.
10. ___ **Cobwebs:** remove around doors, under eaves, and near ceilings (inside and outside).
11. ___ **Trash:** haul trash to curb. Large items left behind, including at or near dumpsters will be charge against your deposit. (Trash companies do not pick up furniture).
12. ___ **Personal Property:** Do not leave any personal property at the Premises. Personal property items left behind will be considered abandoned and disposed of at Tenant's expense.

General Maintenance:

1. ___ Make sure all light fixtures have working bulbs
2. ___ Change or clean furnace filter
3. ___ Change **Smoke Detector Batteries** (Notify CS Real Estate Group of completion to avoid being charged.)
4. ___ Replace all broken or cracked window glass.
5. ___ Check all drains/disposal for hair, food, etc. and clear it out
6. ___ **DO NOT** spackle nail holes. As per Rental Agreement, large nails, molly bolts, anchors or excessive nail holes of any size are not allowed; this will facilitate repair and painting of any wall damage, which may be charged against your deposit.
7. ___ **Yard Care:** As per Rental Agreement, mow lawn, pull weeds, remove dead plants, and prune trees and shrubs, within 3 days of move-out.

Other Requirements/Information:

1. **Forwarding Address:** No deposit refund will be delivered without complete forwarding address information; deposit refund checks are written to all persons listed on the Rental Agreement.
2. **Keys:** All keys must be returned to the CS Real Estate Group office. Rent obligation and possession of the dwelling continues until keys are surrendered. A re-keying charge will be charge if the keys are not returned timely. Leave garage remote controls on the kitchen counter of the property.
3. **Garage Door Remotes:** All garage door remotes must be returned and in working condition.
4. **Charges Against Deposit:** All charges against deposits for repairs and cleaning will be subject to a 10% surcharge.

5. **Right To Show Property:** During the last 30 days of tenancy, CS Real Estate Group may show the property to prospective tenants, with prior notification.
6. **Change in Move-out Date:** CS Real Estate Group must be notified in writing of any change in your moving date. Rent for the extension period must be paid in advance.

Refund of Deposit:

The deposit and a statement of account will be mailed within 30 days of move-out date. Any dispute of CS Real Estate Group's disposition of deposit must be in writing, signed and dated by the Tenant. Said dispute will be addressed within 30 days of receipt. Items not noted on Move In-Out Condition Report checklist at the beginning of your tenancy, *will be charged against your deposit, if not corrected or completed.*