

# Move-Out Instructions

## 1. Security Deposit

Your security deposit **CAN NOT** be used as the last month's rent. You are required to pay rent when it is due and in accordance to the terms of your lease. Any unpaid balance (including rent, late fees and non-sufficient funds) will be withheld from your security deposit.

A move-out inspection will be performed on the unit. You have the right to be present during the inspection, but your presence is not required. The purpose of the inspection is to determine what, if any, damage has occurred to the premises since you took possession. Any expenses incurred as a result of excessive damage will be withheld from your security deposit.

Should the security deposit cover only a fraction of the amounts owed, EJJ will bill you for the additional charges. Please remember that you will be responsible for the full outstanding balance along with any costs associated with the collection of said balance.

## 2. Keys

Make arrangements to return **ALL** sets of keys to EJJ immediately after vacating the apartment. Your keys may include, but not limited to, building, apartment, mailbox, storage, laundry, and bike rooms. Please return any garage door openers, laundry cards, parking and pool passes as well.

The prompt return of all keys is important because you remain in possession of the property until the keys have been surrendered, a quick turnover is often necessary to accommodate the future tenant's move-in deadlines, and failure to comply will result in a change of lock fee which will be withheld from your security deposit.

## 3. Storage

You must remove all articles from your storage container. Any personal possessions that remain after the vacate date will be removed and disposed of. The cost to do so may be withheld from your security deposit.

## 4. Windows and Locks

Make absolute certain that all doors and windows are closed and locked. Failure to secure the property when you vacate can result in additional charges against your security deposit, especially in the event that your negligence contributes to vandalism and/or theft.

## **5. Move-Out Condition**

You are required to leave the premises in clean condition. You must pay particular attention to the kitchen, the appliances (make sure you remove all dishes from the dishwasher) and the bathroom. Replace all burnt-out light bulbs, install new and/or clean washable furnace filters and remove all trash and debris from the property.

Do not spackle walls to fill nail or screw holes or paint the walls or trim, unless you have been instructed to do so.

## **6. Carpet and Wood Floors**

**Carpets:** You are required to have the carpets professionally cleaned when you vacate. If you choose to clean them yourself and the result is less than sufficient, or fail to clean them altogether, the additional expense will be deducted from your security deposit.

**Wood/Tile/Ceramic Floors:** You are required to sweep clean and mop the floors. Do NOT use oil based cleaners such as Murphy's Oil or Old English to shine them up. Failure to clean the floors will result in additional charges against your deposit.

## **7. Utilities**

You must record the final readings for utilities as of the last day of the month of occupancy and request that a final bill be sent to your new address. This does not include the water bill. (Please refer to section #8) The Landlord will make sure that all utilities are transferred to the new tenant/owner after you vacate. **DO NOT REQUEST THAT THE SERVICE BE TURNED OFF.** If you do, damages may be charged against your security deposits well as turn-on/turn-off charges. The telephone numbers for the local utilities are as follows:

Pepco: 202-833-7500 or 202-872-2000 or [www.pepco.com](http://www.pepco.com)

Washington Gas: 703-750-1400 or 1800-752-7520 or [www.washgas.com](http://www.washgas.com)

WASA: 202-354-3600 or 202-787-2333 or [www.dcwasa.com](http://www.dcwasa.com)

## **8. Water Bill**

If your lease states that you are responsible for the water bills associated with the property you have been renting, you must contact the Washington Area Water and Sewer Authority (WASA). Please provide them with both the indoor and outdoor meter readings as of the day of your move and request a final bill. WASA will figure the amount due within 3 working days.

If you do not pay the bill, or have left a balance due, it will be deducted from your security deposit.

## **9. Thermostat Settings**

During the Spring/Summer season (May-September) the thermostat must be set on "cool/auto" at 80 degrees. During the heating season (October-April) the thermostat should be set on "heat/auto" at 65 degrees. All circuit breakers should be left on.

## **10. Plumbing**

Please report any leaking faucets or clogged drains to your property manager as soon as possible. Do not turn off the water to the property.

## **11. Fireplace**

You are responsible for cleaning the fireplace when you vacate the property.

## **12. Refrigerator**

Remove all of your personal items and clean. Leave the refrigerator plugged in and on but turn the temperature to low.

## **13. Smoke Detectors and Fire Extinguishers**

Replace the batteries in ALL smoke detectors and confirm that the fire extinguishers found in the apartment when you took possession remain in their designated areas and are fully charged. We ask that you inform your property manager of malfunctioning or problem fire control systems.

## **14. Grounds and Landscaping**

You may be required to attend to the general upkeep of the property. Please refer to the terms of your lease if you are uncertain of your responsibilities. In the event that you are required to clean the gutters, mow the lawn, rake leaves, trim hedges, pull weeds, etc., we ask that you do a final clean up of the property and arrange for a bulk trash pick up. Failure to do so will result in additional damages against your security deposit.

**If you would like to have an estimated deduction list, please contact your property manager.**

# EJF Real Estate Services

## MOVE-OUT CHECK LIST

To help assure a full return of your security deposit, please accomplish the following tasks prior to moving out:

- \_\_\_\_\_ If applicable, schedule the move-out time and date with building
- \_\_\_\_\_ Remove **all** personal items and trash
- \_\_\_\_\_ Thoroughly clean entire kitchen, including: appliances, floors, inside and outside of cabinets, and counter tops
- \_\_\_\_\_ Thoroughly clean the bathroom(s), including: floors, walls, tub/shower, tiles, toilet, sink and inside and outside of medicine cabinet
- \_\_\_\_\_ Clean carpets and/or floors
- \_\_\_\_\_ Remove all hooks, nails and the like from walls; ***Do not fill in the holes***
- \_\_\_\_\_ Clean all windows and secure all screens
- \_\_\_\_\_ Clear off and sweep porch/balcony (if applicable)
- \_\_\_\_\_ Replace all burned out light bulbs
- \_\_\_\_\_ If applicable, call utility companies for final readings and to close out your account
- \_\_\_\_\_ Turn in *all* keys and entry cards
- \_\_\_\_\_ Provide the EJF with your forwarding address and phone numbers for the return of your deposit

To avoid having any of the above tasks charged against your security deposit, please make a special effort to have *all* of the tasks accomplished prior to move-out.

***THANK YOU!***

**PLEASE RETURN THIS PAGE TO YOUR PROPERTY MANAGER**

**Move-Out Date and Forwarding Address**

This may duplicate information already provided to us in your notice to vacate, but please fill out this form and return it to us as soon as possible. It will become essential in the timely return of your security deposit.

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

Move-out Date: \_\_\_\_\_ (When you will be 100% out)

Please keep in mind that you may have to make additional arrangements with the building to which you reside. Inform the management office of your move-out date as soon as possible so that there are no complications.

Forwarding Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Comments: \_\_\_\_\_

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