

Wilkinson PM, Inc.
Homefirst Realty
6271 Franconia Road
Alexandria, Virginia 22310
703-971-1800

Thank you for letting us know you will be terminating your lease. Please be aware, if applicable, you will be responsible for the rent, utilities and lawn maintenance until your lease expires or until we place another tenant in the property (whichever comes first). Since our goal is to place a new tenant in the property as soon as possible, a sign and lockbox will be placed on the property and local realtors will be showing the property. I will also be entering the property to do a pre-marketing walk through. I will use the home phone number we have on record for you and it will be listed on the MRIS listing so that other agents can contact you about showings. Pets must be kenneled during the listing period if you cannot be present when the property is being shown. If you would like us to use an alternate phone number, be sure to call my office and let me know as soon as possible so that I can set it up on the listing.

In an effort to minimize checkout problems, we have devised the enclosed guide. Most issues arise when the guide is not implemented. Please be aware that we must and will fully enforce the provisions of your lease. Therefore, we will conduct a comprehensive and thorough inspection of the property. Please call our office at least two weeks prior to your termination date to schedule your checkout inspection. This inspection will be performed during normal business hours which are Monday – Friday, with the earliest appointment at 9:00 and the latest appointment at 3:30.

Please be ready for the inspection. The inspection will not be made until all of your personal belongings are out of the property and the conditions (cleaning, carpet cleaning, lawn maintenance, gutters, and chimney) have been completed. If the inspector arrives and the property is not ready, a second appointment must be made, more than likely the following day. Please be aware, if we need to arrange for cleaning, carpet cleaning, etc. and or perform any additional inspections, you will be charged an administration fee of \$100 in addition to the cost of cleaning/repairs, etc.

To expedite the return of your Security Deposit, all terms and conditions of your lease MUST be met. Enclosed is a guide for you to use so that this will be a positive move out. Should you fail to comply/complete the items listed on the guide, we will make arrangements necessary for full compliance. This takes time and will delay the processing of your Security Deposit. Secondly, please pay your final water bill and provide us a copy of the receipt at move out. The Security Deposit, minus any itemized deductions, will be disbursed no later than 45 days from the date the lease expires.

Should you have any questions or concerns, please feel free to contact me.

Wilkinson Property Management

CHECK-OUT INSPECTION GUIDE

- All utilities **MUST** be on at the time of inspection
- All drains running free and toilets flushing properly
- All personal property must be removed prior to inspection
- Bathroom vanities, sinks, tubs, tile, floors and other fixtures must be clean (no black mold or fungus on tile/grout), medicine cabinets cleaned, mirrors washed, shower tracks clean, soap holder clean and soap scum on shower walls/tub removed
- All walls wiped down (free of fingerprints, cobwebs, etc.)
- All trash must be off property
- Lawn must be freshly cut and shrubs trimmed/pruned
- Any damages to laminate tops or plastic/fiberglass tub enclosures?
- Oil stains on garage/carport floor or driveway must be removed
- Utility sink cleaned
- Gutters must be free of debris and leaves. **A receipt for completion will be required at move out inspection.**
- Washer and dryer cleaned inside & outside
- Kitchen flooring clean and waxed
- Hardwood or tile flooring cleaned
- Clean A/C-Furnace filter and all wall vents and floor registers
- Cabinet drawers and cabinets cleaned inside and outside
- Window A/C units working properly
- Dishwasher cleaned inside and outside
- Attic Storage areas cleaned and any trash removed
- Refrigerator defrosted, cleaned inside, outside, underneath & behind
- Outside storage shed empty & cleaned
- Stove and oven cleaned, burners and bulbs replaced
- All electric burners and oven elements working
- Range hood cleaned, filter and bulb replaced
- Walls around range hood and range free of grease and debris
- Microwave cleaned inside and outside
- Countertops cleaned and in good condition (no burns, cuts or stains)
- All carpeting must be professionally cleaned/deodorized within 48 hours of move out. **A receipt for completion will be required at move out inspection.**
- All windows cleaned inside and outside and any area between window and storm windows
- Chimney/fireplace must be cleaned professionally. **A receipt for completion will be required at move out inspection**

- All blinds, clean and free of dust and working properly
- Oil tank must be filled and a receipt from the oil provider will be required at move out inspection
- Professionally exterminate property for "bugs".
- All light globes and lighting fixtures cleaned and blown bulbs replaced with new
- All storm doors, inserts and screens cleaned and in good condition
- Any property listed on the walk in inspection, left by the owner must be ready for inventory
- If you know of any leaking faucets, commodes or otherwise, report this to the inspection Property Manager
- If you had pets during ANY part of the occupancy; you are required to professionally treat the carpets for ticks & fleas within 48 hours of move out. A receipt for completion will be required at move out inspection

ALL KEYS, MAILBOX KEYS, REMOTES, FOBS OR SECURITY PASSES MUST BE TURNED IN AT THE MOVE OUT INSPECTION. A \$50 SERVICE FEE WILL BE CHARGED IF ALL THE KEYS ARE NOT PROVIDED AT THIS TIME.

VENDOR SUGGESTIONS

Impressions Carpet & Restoration 703-955-7556
(Carpet cleaning and pet deflea/tick)

Dunn's Chimney Cleaning 703-587-1257
(Chimney/fireplace & gutter cleaning)

E & A Home Improvement 703-655-8073
(House cleaning)

Debra Harris 703-347-7133
(House cleaning)

Please note that these vendors are for your convenience only. You may contact any company you choose but it is recommended that you investigate licensure, insurance and references before hiring any vendor. The responsibility of meeting the requirements of the lease are the Tenant's alone.

WILKINSON PM, Inc
703.971.1800

MOVE OUT COST SCHEDULE

The following costs will be charged if the property is not left in satisfactory condition. These charges will be deducted from the security deposit. Any costs above the deposit will be the responsibility of the departing tenant.

Cleaning or Repair Costs (per instance)

<u>KITCHEN</u>	<u>\$\$\$</u>	<u>BATH</u>	<u>\$\$\$</u>	<u>OTHER</u>	<u>\$\$\$</u>
Oven	60.	Shower door	45	Drapes/blinds	50+
Drip pan	15/ea	Floor	25	Carpet cleaning	250+
Stove/fan	50/ea	Toilet	30	Carpet/floor repair	150+
Refrigerator	50	Tub/shower	60	Trash removal	75+
Dishwasher	25	Sink	35	Paint room	200+
Cabinets	75+	Cabinets	35+	Hole(s) in wall	100+
Sink	20			Clean gutters	60+
Floor	45			Clean entire house	185+
				Cut grass	40+
				Trim shrubs	40+

Odor Remediation: \$100/day
(2-day minimum to attempt to remove smoke/pet odors)
\$20 for missing brochure box.

Replacement Charges (per item) plus the Service Call charge to contractor

Window glass	\$150+	Light fixture	\$50+
Patio door	500+	Light bulbs	10
Window screen	55	Ceiling fan	145+
Patio screen	100	Countertop	450+
Mirror	100+	Ice tray	10
Smoke detector	35	Door keys	75+
Mailbox key	35	Batteries	5/ea
Furnace filter	15		

** Please note that this is not an all-inclusive list. There may be other items that require cleaning, repair or replacement. You will be charged the actual cost of work performed and parts replaced. Contractors charge \$65+/hour, plus a service charge. Handymen work by the job, usually based on \$60+ per hour plus materials.

MAINTENANCE GUIDELINES

1. WE EXPECT YOU TO HAVE CAREFULLY MAINTAINED YOUR HOME. NOW YOU MUST:

A. KITCHEN

STOVE, microwave, oven, racks, drip pans, & top of stove must be kept free of grease. Drip pans can be put in the dishwasher.

EXHAUST FAN: Filter can go in dishwasher. Removing grease prevents fires.

DISHWASHER: Run disposal prior to turning on. See instructions for disposal.

CABINETS: Clean /oil exteriors as needed.

WASHER & DRYER: Follow instructions – do not overload. Use low-sudsing detergent for front-load or stacked washers. Clear dryer filter after each load.

B. BATHS

EXHAUST FANS: keep free of dust & use with each shower to prevent mold forming.

TOILETS: Watch for leaks! **Keep floor dry beside tub/shower.**

► Maintain tub/shower caulk with a tight seal to prevent leaks in downstairs ceilings. ◀

TILE: prevent buildup of soap scum, clean grout.

C. GENERAL

1. Change furnace filter monthly. 2. Vacuum air flow intakes regularly and **carpets weekly**.

3. **Wood floors**-Dust mop, “Swifter” or brush vacuum weekly. Use a damp mop with ¼ cup vinegar in 1 quart of water to clean. Dry quickly. To keep wood floors in good condition use rugs/mats at entry doors, felt pads on chair legs, and wear soft shoes indoors. Keep a rug under dining table & chairs.

4. Cut grass & remove leaves from yard. 5. Keep back stairwell drains clear to prevent flooded basement.

6. Keep gutters and downspouts clear so water can flow away from house.

7. No firewood may be stored in the property, against the exterior walls, or on the deck or patio.

8. Replace any broken window glass or screens.

If the home's condition is unsatisfactory at your departure, additional charges will be deducted from your Security Deposit.

HOW TO GET YOUR SECURITY DEPOSIT RETURNED:

- Keep home tidy & ready to show while lockbox is on and home is being shown.
- Keep grass cut & edged and shrubs trimmed and yard tidy.
- Keep utilities in your name through the **last day of the Lease** – then TRANSFER (not cut off) to new tenant or to Wilkinson PM. *Give your new address to the utility companies.*

SECURITY DEPOSIT WILL BE RETURNED IF YOU:

- Wash all fingerprints & dirt off walls, windows and sliding glass doors.
- Clean bathrooms – tub, toilet, shower, floor & cabinets. Clean laundry room – washer & dryer – **filters** also.
- Clean kitchen – stove exterior, hood, filter & oven. **Install new manufacturer's correct drip pans.** Wash out refrigerator with baking soda. Clean dishwasher, sink, counters, floor, insides of cabinets and drawers. Windex makes it all shine.
- Remove all trash, leaves & lawn debris from premises. Call for a special pickup if necessary.
- Be sure all light bulbs and smoke detectors function and furnaces & a/c filters are clean. All items must be correct size & type and in working condition or there will be a \$10 labor charge for each item replaced by WPM.
- Have carpets, gutters and chimney cleaned. (Do not use cut-rate "coupon" cleaners) If condition is not satisfactory to Wilkinson PM, jobs must be redone at tenant expense. Have all receipts at inspection for Wilkinson PM.
- Have house professionally exterminated (if there are pets or pests). Give us receipt.
- Leave all door and mailbox key and garage door openers or parking passes in kitchen (or bring to this office) with the cleaning receipts and your forwarding address. **There is a \$75 penalty for failure to return keys and passes.**



Your walkout inspection will be within 3 days of your departure. Call Wilkinson PM, 703-971-1800 to schedule a specific time if you wish to be present. Until the end of the month it is difficult to be specific. Inspections are only done during regular business hours Mon-Sat. **There is a \$50 return charge if the property is not ready for inspection at the scheduled time-and a \$20 charge if the brochure box is not in the property.**

Your deposit will not be returned until:

1. All damages are repaired
2. The **water bill** is paid in full
3. Any outstanding charges paid
4. Above list is completed & satisfactory

CHECKS ARE RELEASED AFTER THE 29th OF THE NEXT MONTH

*Vendors we recommend that may be able
to help...*

Sixpenny

Residential/Commercial
Licensed/Bonded/Insured



- Chimney Cleaning & Repair
- Chimney Relining
- Expert Masonry Work
- Air Duct & Dryer Vent
Cleaning
- Gutter Cleaning & Repair
- House Cleaning

SIXPENNY CHIMNEY SWEEPS, L.L.C.

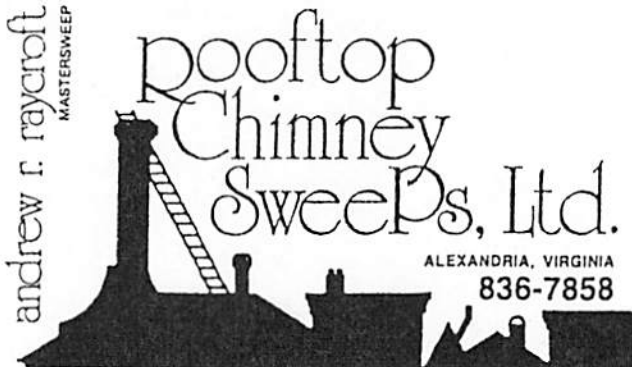
Call for a free phone quote.

703-491-8697

Fax: 703-494-1597

889 Highams Court
Woodbridge, VA 22191

1-877-SIXPENNY (1-877-749-7366)



Professional Cleaning Services

DEBRA HARRIS

2909 Dunbar Street

Alexandria, VA 22306

(703) 347-7133

Cleaning Service

Katya's Enterprises, Inc.

P.O. Box 10573

Alexandria, VA 22310

(703) 757-5199

**24 Hour Water
Damage Restoration**

**Expert Carpet
Cleaning & Repair**

**Spot Dyeing – Bleach
Stains & Other Color
Loss**

**Air Duct System
Cleaning**

**Allergy Relief
Treatment**

Tile & Grout Cleaning

Upholstery Cleaning

And much more!

**Impressions Carpet &
Restoration, Inc.**

4094 Majestic Lane #256

Fairfax, VA 22033

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Fax: 800-806-8810

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