

## **MOVE OUT INSTRUCTIONS**

1081 South Washburn Street, Oshkosh WI 54904 \* 920-521-9006 \* [www.bluefrogpm.com](http://www.bluefrogpm.com)



- Your lease will end at 12:00PM (Noon) on the last day of the month.
- You are expected to leave the unit completely vacant and restored to the condition of how you received it at move in.
- Restoring the unit to the move in condition will also help ensure maximum return of your security deposit. (Normal wear and tear excepted.)
- Any Notice to Vacate must be submitted in writing to [moveouts@bluefrogpm.com](mailto:moveouts@bluefrogpm.com)
- **Please make sure to call the utility companies to remove services from your name and schedule a final read effective the last day of your tenancy. Any utility bills not paid will be paid by Blue Frog and deducted from your security deposit.**
- **If you are vacating during a winter month, please make sure to leave the heat on and set to at least 60 degrees to avoid any complications or repairs. Internal temperatures set too low can result in frozen pipes. Frozen/burst pipes caused by heat being turned off or too low during winter months would be the responsibility of the tenant.**
- After you have vacated, a member of the Blue Frog Team will conduct a move out inspection. The inspection will include date-and-time-stamped pictures of every aspect of the unit/property.
- Any repairs, maintenance, or cleaning items above "normal wear and tear" will be deducted from your security deposit according to the price sheet listed below. Restoration of the unit to move-in condition will help reduce these deductions.
- By law, Blue Frog Property Management has 21 days from your last responsible date to provide you with a Security Deposit Transmittal of the accounting for your security deposit.
- **Please e-mail a forwarding address to [moveouts@bluefrogpm.com](mailto:moveouts@bluefrogpm.com) so Blue Frog can send a security deposit transmittal to you. If we do not receive a forwarding address, the security deposit transmittal and potential refund will be sent to the last known address.**
- **Please leave your keys/garage door opener/parking pass next to the kitchen sink and the front door unlocked. If your rental has a parking pass system, the pass must be left on the kitchen counter for the next tenant. If you do not leave it or if you have lost it, a \$75 fee will apply.**

**A checklist is attached below to assist with maximum return of the security deposit.**

# MOVE OUT CHECKLIST

Please use this checklist as a guide to restore the unit/property to the condition you received it at move in. This will assist with maximum return of the security deposit.

If you have any questions, please feel free to contact Blue Frog at 920-521-9006.

Put check mark when completed	Room	Item	Cost if not completed
<b>Complete for each Bathroom</b>			
	<b>Bathroom</b>	<b>Bathtub/shower</b> including but not limited to: bathtub inside and outside, shower surround walls, shower door and track, faucets, spout, shower head/piping, drain	\$50
	<b>Bathroom</b>	<b>Toilet</b> including but not limited to: outside of toilet, inside toilet bowl, toilet bowl rim, toilet seat top and bottom, hinges, toilet handle, behind toilet, wall and floor behind toilet	\$50
	<b>Bathroom</b>	<b>Sink</b> including but not limited to: sink bowl, faucets and spout, drain, counter top, sealant around sink	\$50
	<b>Bathroom</b>	<b>Vanity</b> including but not limited to: inside walls, back of vanity walls, top inside of vanity, shelves inside vanity, piping inside vanity, inside and outside of vanity doors, hinges	\$50
	<b>Bathroom</b>	<b>Vanity drawers</b> including but not limited to: inside and outside of drawers, tracks and handles.	\$50
	<b>Bathroom</b>	Medicine cabinet inside and outside including shelving and hinges, bathroom cupboards, drawers, shelves, inside and outside cupboard doors, hinges and mirror	\$50
	<b>Bathroom</b>	<b>Floors</b> including but not limited to: sweep then mop floor, clean baseboards, trim, and registers	\$50
	<b>Bathroom</b>	<b>Windows</b> in any, including but not limited to: glass, both sides, screens, window sills, trim	\$20
	<b>Bathroom</b>	<b>Light Fixtures</b> including but not limited to: inside and outside of light fixture	\$20

Put check mark when completed	Room	Item	Cost if not completed
	<b>Kitchen</b>	<b>Stove</b> top, including but not limited to temperature turn dials/key pad, burner grates, drip pans all surfaces.	\$50
	<b>Kitchen</b>	<b>Inside Oven</b> including but not limited to: inside oven, sides of the inside of the oven, back of oven, inside top of oven, racks inside oven, inside oven door	\$50
	<b>Kitchen</b>	<b>Range Hood</b> including but not limited to: inside walls of range hood, outside walls of range hood, top of range hood, grease filter, remove grease filter, clean the area and replace clean grease filter, light bulb of range hood - clean or replace.	\$50
	<b>Kitchen</b>	<b>Broiler pan</b> including but not limited to: the broiler pan itself - inside, outside and underneath the pan. Area where pan rests - tracks, walls, etc.	\$50
	<b>Kitchen</b>	<b>Underneath Stove</b> including but not limited to: if able to, pull the appliance from wall. Be cautious of plug/gas line when doing so. If unable to pull appliance from wall, remove boiler pan and clean floor.	\$50
	<b>Kitchen</b>	<b>Outside sides of Stove/Oven</b> including but not limited to: sides of oven, back of oven, wall behind oven, flooring underneath oven	\$50
	<b>Kitchen</b>	<b>Refrigerator</b> including but not limited to: inside refrigerator walls, inside refrigerator top and inside bottom, all drawers and shelves, refrigerator door/shelves/containers, rubber molding around door, hinges.	\$50
	<b>Kitchen</b>	<b>Freezer</b> including but not limited to: inside freezer walls, inside freezer top and inside bottom, freezer door/shelves/containers, rubber molding around freezer door, hinges.	\$50
	<b>Kitchen</b>	<b>Refrigerator</b> including but not limited to: all sides of refrigerator, top, and back of refrigerator. Wall behind refrigerator, flooring underneath refrigerator, bottom vent grate, drip pan underneath refrigerator, cord and any cupboard walls next to where refrigerator is placed.	\$50
	<b>Kitchen</b>	<b>Microwave</b> including but not limited to: inside, top, sides, behind, underneath, dials/key pad, inside plate, cord, wall behind microwave.	\$50
	<b>Kitchen</b>	<b>Dishwasher</b> including but not limited to: inside, top, sides, behind, underneath, dials/key pad, inside racks	\$50
	<b>Kitchen</b>	<b>Sink/Countertops</b> including but not limited to: sink, faucet, spout and handles, sprayer, tops, backsplash, drain canal, strainers and sealant around sink.	\$50
	<b>Kitchen</b>	<b>Cupboards</b> including but not limited to: inside cupboard walls, back of cupboards, top of cupboards, shelves inside cupboards, inside and outside of cupboard doors, hinges	\$50
	<b>Kitchen</b>	<b>Cupboard drawers</b> including but not limited to: inside and outside of drawers, tracks and handles.	\$50
	<b>Kitchen</b>	<b>Floors</b> including but not limited to: sweep then mop floor, clean baseboards, trim, and registers	\$50
	<b>Kitchen</b>	<b>Windows</b> in any, including but not limited to: glass, both sides, screens, window sills, trim	\$20
	<b>Kitchen</b>	<b>Light Fixtures</b> including but not limited to: inside and outside of light fixture	\$20

Put check mark when completed	Room	Item	Cost if not completed
<b>Complete this list for each additional room including but not limited to: Bedrooms, Living Room, Dining Room, etc.</b>			
<b>Print additional list for each room if needed.</b>			
	<b>Each Room</b>	<b>Walls</b> including but not limited to: walls, switch plates, baseboard, trim, registers	\$60 per room
	<b>Each Room</b>	<b>Ceiling Fan</b> in any room including but not limited to: fan blade tops, bottoms and sides, fixture light coverings, mechanism, bulbs	\$30 per fan
	<b>Each Room</b>	<b>Windows</b> in any room including but not limited to: glass, both sides, screens, window sills, trim	\$20 per window
	<b>Each Room</b>	<b>Blinds</b> per window in any room including but not limited to: all slats tops and bottom. If broken, cost of replacement blind	\$20 per blind
	<b>Each Room</b>	<b>Non Carpeted Floors</b> including but not limited to: Sweep then mop floor, clean baseboards, trim, and registers.	\$50 per room
	<b>Each Room</b>	<b>Carpeted floors</b> need to be professionally cleaned and copy of receipt left by keys in kitchen.	Cost per vendor receipt
	<b>Each Room</b>	<b>Doors</b> including but not limited to: both sides of doors, wipe down door, glass, door knobs, hinges	\$20 per door
	<b>Each Room</b>	<b>Light Fixtures</b> including but not limited to: inside and outside of light fixture	\$20 per light fixture
	<b>Each Room</b>	<b>Closets</b> including but not limited to: inside and outside of doors, light fixtures, shelves, mop or vacuum flooring	\$20 per closet

Put check mark when completed	Room	Item	Cost if not completed
	<b>Basement</b>	<b>Basement</b> including but not limited to: all shelving wiped off, cupboards wiped out, floor swept, cobwebs removed from walls	\$90
	<b>Garage</b>	<b>Garage</b> including but not limited to: all shelving wiped off, cupboards wiped out, floor swept, cobwebs removed from walls	\$90
	<b>Bins</b>	<b>Trash/Recycling Canister</b> including but not limited to: emptied and cleaned	Dumpster or dump fees
	<b>Outisde/Yard</b>	<b>Yard Work</b> including but not limited to: debris removal from yard, unkempt lawn, bush, hedge, weeds, snow removal, removal of personal property left in, at, or around unit and	\$50 per hour
	<b>Personal Belongings</b>	<b>All Personal Belongings</b> are removed from unit, garage, basement, yard, etc.	\$50 per hour for removal
	<b>Keys/Remote Parking</b>	<b>Place</b> all keys, garage door openers and/or parking passes next to kitchen sink	Cost of each item
	<b>Utilities</b>	<b>Utilities</b> paid and taken out of tenant name as of last date of tenancy	Cost per vendor invoice