

MOVE OUT INSTRUCTIONS

- 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 in which 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).
- 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.
- Any unpaid rent and/or utility bills will be deducted from your security deposit.
- By law, Blue Frog Property Management has 21 days from your known vacate date to provide you with a Security Deposit Transmittal detailing the accounting and reconciliation of your security deposit.
- Please email a forwarding address to moveouts@bluefrogpm.com in order for Blue Frog to send a security deposit transmittal to you. If we do not receive a forwarding address, the security deposit transmittal and potential return of deposit will be sent to the last known address.
- Please leave your keys/garage door opener/parking pass on the kitchen counter and leave the front door *unlocked*.
- If you have any questions, please feel free to contact us at moveouts@bluefrogpm.com or call us at 920-521-9006.

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 Olivia at Blue Frog at 920-521-9006 x 105.

Put check mark when completed	Room	Item	Cost if not completed
Complete for each Bathroom			
	<i>Bathroom</i>	Bathub/shower including but not limited to: bathtub inside and outside, shower surround walls, shower door and track, faucets, spout, shower head/piping, drain	\$45
	<i>Bathroom</i>	Toilet 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	\$45
	<i>Bathroom</i>	Sink including but not limited to: sink bowl, faucets and spout, drain, counter top, sealant around sink	\$45
	<i>Bathroom</i>	Vanity 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	\$45
	<i>Bathroom</i>	Vanity drawers including but not limited to: inside and outside of drawers, tracks and handles.	\$45
	<i>Bathroom</i>	Medicine cabinet inside and outside including shelving and hinges, bathroom cupboards, drawers, shelves, inside and outside cupboard doors, hinges and mirror	\$45
	<i>Bathroom</i>	Floors including but not limited to: sweep then mop floor, clean baseboards, trim, and registers	\$45
	<i>Bathroom</i>	Windows in any, including but not limited to: glass, both sides, screens, window sills, trim	\$20
	<i>Bathroom</i>	Light Fixtures including but not limited to: inside and outside of light fixture	\$20

Put check mark when completed	Room	Item	Cost if not completed
	<i>Kitchen</i>	Stove top, including but not limited to temperature turn dials/key pad, burner grates, drip pans all surfaces.	\$45
	<i>Kitchen</i>	Inside Oven 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	\$45
	<i>Kitchen</i>	Range Hood 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.	\$45
	<i>Kitchen</i>	Broiler pan including but not limited to: the broiler pan itself - inside, outside and underneath the pan. Area where pan rests - tracks, walls, etc.	\$45
	<i>Kitchen</i>	Underneath Stove 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.	\$45
	<i>Kitchen</i>	Outside sides of Stove/Oven including but not limited to: sides of oven, back of oven, wall behind oven, flooring underneath oven	\$45
	<i>Kitchen</i>	Refrigerator 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.	\$45
	<i>Kitchen</i>	Freezer including but not limited to: inside freezer walls, inside freezer top and inside bottom, freezer door/shelves/containers, rubber molding around freezer door, hinges.	\$45
	<i>Kitchen</i>	Refrigerator 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.	\$45
	<i>Kitchen</i>	Microwave including but not limited to: inside, top, sides, behind, underneath, dials/key pad, inside plate, cord, wall behind microwave.	\$45
	<i>Kitchen</i>	Dishwasher including but not limited to: inside, top, sides, behind, underneath, dials/key pad, inside racks	\$45
	<i>Kitchen</i>	Sink/Countertops including but not limited to: sink, faucet, spout and handles, sprayer, tops, backsplash, drain canal, strainers and sealant around sink.	\$45
	<i>Kitchen</i>	Cupboards including but not limited to: inside cupboard walls, back of cupboards, top of cupboards, shelves inside cupboards, inside and outside of cupboard doors, hinges	\$45
	<i>Kitchen</i>	Cupboard drawers including but not limited to: inside and outside of drawers, tracks and handles.	\$45
	<i>Kitchen</i>	Floors including but not limited to: sweep then mop floor, clean baseboards, trim, and registers	\$45
	<i>Kitchen</i>	Windows in any, including but not limited to: glass, both sides, screens, window sills, trim	\$20
	<i>Kitchen</i>	Light Fixtures including but not limited to: inside and outside of light fixture	\$20

Put check mark when completed	Room	Item	Cost if not completed
Complete this list for each additional room including but not limited to: Bedrooms, Living Room, Dining Room, etc.			
Print additional list for each room if needed.			
	<i>Each Room</i>	Walls including but not limited to: walls, switch plates, baseboard, trim, registers	\$60 per room
	<i>Each Room</i>	Ceiling Fan in any room including but not limited to: fan blade tops, bottoms and sides, fixture light coverings, mechanism, bulbs	\$30 per fan
	<i>Each Room</i>	Windows in any room including but not limited to: glass, both sides, screens, window sills, trim	\$20 per window
	<i>Each Room</i>	Blinds per window in any room including but not limited to: all slats tops and bottom. If broken, cost of replacement blind	\$20 per blind
	<i>Each Room</i>	Non Carpeted Floors including but not limited to: Sweep then mop floor, clean baseboards, trim, and registers.	\$45 per room
	<i>Each Room</i>	Carpeted floors need to be professionally cleaned and copy of receipt left by keys in kitchen.	Cost per vendor receipt
	<i>Each Room</i>	Doors including but not limited to: both sides of doors, wipe down door, glass, door knobs, hinges	\$20 per door
	<i>Each Room</i>	Light Fixtures including but not limited to: inside and outside of light fixture	\$20 per light fixture
	<i>Each Room</i>	Closets including but not limited to: inside and outside of doors, ligh fixtures, shelves, mop or vacuum flooring	\$20 per closet

Put check mark when completed	Room	Item	Cost if not completed
	<i>Basement</i>	Basement including but not limited to: all shelving wiped off, cupboards wiped out, floor swept, cobwebs removed from walls	\$90
	<i>Garage</i>	Garage including but not limited to: all shelving wiped off, cupboards wiped out, floor swept, cobwebs removed from walls	\$90
	<i>Bins</i>	Trash/Recycling Canister including but not limited to: emptied and cleaned	Dumpster or dump fees
	<i>Outside/Yard</i>	Yard Work 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	\$45 per hour
	<i>Personal Belongings</i>	All Personal Belongings are removed from unit, garage, basement, yard, etc.	\$45 per hour for removal
	<i>Keys/Remove Parking</i>	Place all keys, garage door openers and/or parking passes next to kitchen sink	Cost of each item
	<i>Utilities</i>	Utilities paid and taken out of tenant name as of last date of tenancy	Cost per vendor invoice