



MOVE-OUT INSTRUCTIONS

Condition

Before turning in your keys, the residence will need to be returned to its original move-in condition as indicated in your move-in inspection report which is accessible from your Resident Portal or by contacting Veno Properties. This means you will need to remove all of your personal belongings, remove all garbage, and thoroughly clean all surfaces before moving. We highly recommend having the premises professionally cleaned prior to vacating. Contact us if you need recommendations for cleaners.

Move-Out Inspection

Once you have vacated the premises, we will conduct a photo move-out inspection of the premises highlighting any areas that were not returned to move-in condition. This report will be mailed along with an itemization of any security deposit deductions for damages and/or cleaning within 14 days of move-out.

Security Deposit

For your convenience and to assist you during your move, we've attached our Move-Out Checklist and Common Deposit Deductions. Remember any cleaning or damages not completed or remedied by you will be deducted from your deposit and/or billed at your expense. Your security deposit refund will be mailed to the forwarding address you provided above within 14 days after move-out.

Maintenance

Please submit a maintenance request of any maintenance issues you are aware of that may not be noticeable when we inspect your unit.

Moving Day

Prior to moving day, we will install a key lockbox at the entrance to the property. Upon vacating, please leave a key to the entrance in the lockbox. The code to the lockbox is 0706.

As a reminder, please be advised of the following:

- Rent is due and payable up to and including the final day of possession. You may not use any security deposit as last month's rent.
- Any abandoned property that is left behind after the above move-out date will be disposed of by management at your expense.
- You have a right to request an inspection before vacating the premises and to be present at the inspection. If you would like to exercise this right, you must notify Veno Properties in writing of your request within 2 weeks of receiving this notice, and we will schedule the inspection for no earlier than 2 weeks and no later than one week before your move out date. We will provide at least 48 hours' notice of the of the time and date of such inspection.
- Vacating the premises has no effect upon any financial obligations, forfeitures, or responsibilities under the lease or NYS law unless otherwise agreed to in writing by Veno Properties.

Sincerely,

The Veno Properties Team

RESIDENT MOVE-OUT CHECKLIST

Below is a checklist of items to complete prior to moving day for your reference (checklist does NOT need to be returned to Veno Properties). Remember, all expenses related to us returning your home to rent-ready condition, as recorded in your Move-in Inspection Report, will be billed at your expense and deducted from your security deposit, so it is extremely important that you allow ample time to perform every item on this checklist. After you complete the checklist, your Disposition of Deposit and refund or final bill will be mailed to you within 14 days. Before moving, please remember to provide us your new mailing address.

All Rooms

- Walls: Wipe down all wall surfaces and doors.
- Remove all nails and adhesive hangers.
- Trim & Misc: Dust and wipe down all trim, heaters, vents, switch covers, and door knobs.
- Light Fixtures: Wash all light fixtures and replace burned out bulbs.
- Cabinets: Empty all cabinets and drawers, vacuum if needed, and thoroughly wash inside and out.
- Shelves: Wipe down all shelf surfaces.
- Windows: Clean all windows, tracks, and sills.
- Blinds: Dust and wipe down all blinds. Replace any broken blinds.
- Flooring: Sweep, mop and wipe down hard floor surfaces.
- Carpet: Have all carpets professionally steam-cleaned and provide receipt to Veno Properties.
- Closets: Wipe down all shelf surfaces, including rods.
- Stove/Fireplace: Clean inside and out.
- Ensure all smoke and carbon monoxide detectors are accounted for and have a working battery.
- Replace furnace filter (if hot air heat).
- Fill water softener with salt
- Ensure all damages have been repaired.
- Remove all trash/debris.
- Close and lock all windows and doors.

Kitchen

- Refrigerator: Empty contents. Remove all shelves and drawers and completely wash. Wash down all surfaces inside and out. Return shelves and drawers to proper positions.
- Oven/Stove: Clean racks and inside of oven to completely remove all stains. Wash down all surfaces of stove and stovetop, including the sides, knobs, door, and drawer. Replace drip pans. Clean exhaust hood, fan, and filter.

- Dishwasher: Run empty dishwasher with dishwasher liquid. Thoroughly wipe down inside and out, including door seal.
- Microwave: Wash down inside and outside of microwave.
- Sink/Fixtures: Clean sink, drains and faucets.
- Countertops: Clean all countertops and backsplash, including edges and corners.

Bathrooms

- Clean mirror and medicine cabinet.
- Sink/Fixtures: Clean sink, drains, faucets, towel racks and toilet paper holder.
- Countertops: Clean all countertops, including edges and corners.
- Bathtub/shower: Completely clean all surfaces inside and outside of bathtub/shower.
- Toilet: Completely clean all surfaces of the toilet, including inside, and outside.

Garage/Outbuildings/Landscaping (if applicable)

- Remove all personal belongings and trash.
- Sweep shelves and floor surfaces of all garages and outbuildings.
- Mow and weedwack lawn. Dispose of grass clippings.
- Remove all weeds from the flower beds.
- Clean out all gutters.
- Pick up any animal feces.
- Remove any grease/oil stains from garage or driveway.
- Sweep deck/patio.
- Replace any burned out exterior bulbs.

Other

- Leave all garbage/recycling bins EMPTY.
- Provide forwarding address to Veno Properties.
- Leave garage door openers and keys on counter.



COMMON DEPOSIT DEDUCTIONS

For illustrative purposes only, actual charges will vary.

Cleaning	
Kitchen	
Clean Kitchen – Normal Cleaning	\$150.00
Clean Kitchen – Deep Clean	\$300.00
Oven & Stove (Inside/Outside/Underneath)	\$75.00
Refrigerator (Inside/Outside/Underneath)	\$75.00
Dishwasher (Inside/Outside)	\$75.00
Microwave (Inside/Outside/Underneath)	\$25.00
Cabinets (Wash Inside/Outside)	\$200.00
Countertops	\$25.00
Sweep and Mop Floors	\$25.00
Dust and Wash Trim	\$15.00
Wipe Down Walls	\$25.00
Living Room/Dining Room/Office	
Normal Cleaning	\$100.00
Deep Clean	\$200.00
Sweep, Vacuum, Mop	\$50.00
Dust and Wash Trim	\$25.00
Wipe Down Walls	\$25.00
Bathroom	
Bathroom – Normal Cleaning	\$100.00
Bathroom – Deep Clean	\$200.00
Bathtub/Shower	\$50.00
Sink	\$25.00
Cabinet (Inside/Outside)	\$25.00
Toilet	\$25.00
Sweep and Mop Floors	\$25.00
Dust and Wash Trim	\$25.00
Wipe Down Walls	\$25.00
Wipe Down Fixtures	\$15.00
Bedroom	
Bedroom – Normal Cleaning	\$100.00
Bedroom – Deep Clean	\$200.00
Sweep, Vacuum, Mop	\$50.00
Dust and Wash Trim	\$25.00
Wipe Down Walls	\$25.00

General, Damages, Repairs and Disposal	
Repair Drywall	
Repair Drywall - 6" x 6"	\$200.00
Repair Drywall - 12" x 12"	\$500.00
Wash Light Fixture (Each)	\$15.00
Replace Interior Door	\$150.00
Replace Exterior Door	\$350.00
Clean Ceiling Fan	\$25.00
Change Light Bulb (Each)	\$10.00
Replace Smoke Detector Batteries	\$20.00
Replace CO Detector Batteries	\$20.00
Replace Smoke Detector	\$75.00
Replace Carbon Monoxide Detector	\$75.00
Replace Window Blinds	\$40.00
Carpet Cleaning (Normal)	\$150.00
Carpet Cleaning (Deep Clean)	\$200.00
Carpet Spot Treatment (Each)	\$25.00
Replace Carpet (12' x 12' Room)	\$800.00
Replace Flooring (12 x 12)	\$800.00
Repaint One Room (12' x 12')	\$400.00
Repair Kitchen Cabinet	\$150.00
Repair Kitchen Drawer	\$150.00
Wash Window (Including Tracks)	\$20.00
Fill Nail Holes	\$25.00
Replace Interior Door Knob	\$35.00
Replace Exterior Door Lock	\$50.00
Pest or Rodent Extermination	\$250.00
Odor Removal	Varies
Exterior	
Trash Removal (Per Load)	\$100.00
Mow Lawn	\$50 - \$75
Weed Flower Beds	\$35 - \$100
Hourly Labor	
General Labor (Cleaning, Painting, Etc.)	\$55 - \$75/hr
Specialty Labor (Electrician, Drywall, Etc.)	\$75 - \$125/hr