



PO BOX 9379 | 815 23rd Ave E | West Fargo, ND | 58106-9379 | p: 701-237-3369 | f: 701-356-0088

Name _____ Address _____ Apt# _____

Dear Resident(s):

We received your notice stating your intention to move. Please call the Property Manager, at the above phone number, to set up a meeting day/time for an inspection to assist you in receiving as much as possible of your deposit back. To simplify this process, we would like you to understand our procedures:

- 1. Your signed lease gives CP Business Management, and its agents, permission to show your apartment to prospective clients, and/or to enter your apartment and make necessary repairs.
2. You must call our office at least 15 (fifteen) days prior to your final day of occupancy to set up your meeting day/time with your Property Manager. All keys will be returned at this meeting.
3. You must return all keys, garage remotes, professional steam clean receipt and provide a forwarding address.
4. CARPETS MUST BE PROFESSIONALLY STEAMED CLEANED during your last days of occupancy. A copy of the steam cleaning invoice must be given at your move out inspection. Carpet cleaning must be completed by your checkout appointment. ** See back for approved companies you may use**
5. Smoke alarms must be in working order, per your lease, you are responsible for replacing batteries.
6. Your apartment must be completely moved out and fully cleaned no later 12:00 noon on the final occupancy day, or by your checkout appointment, whichever comes first.
7. Review this move out checklist to insure your apartment is ready for the scheduled move-out inspection.

The move out inspection will verify the apartment, garage, fixtures and appliances have been maintained and there are no signs of misuse/neglect. We will compare your Move-in inspection sheet to your Move-out inspection to identify discrepancies. You may be charged to restore the apartment to an acceptable condition; these charges will be deducted from your security deposit. In approximately 30 (thirty) days your security deposit will be returned to the forwarding address you provide, less move in/out fee per your lease agreement. If cleaning, repairs, damages, neglect etc. exceed the total amount of your security deposit, you will receive a bill for the difference (see fee schedule on back)

- GENERAL
1. Wash all windows inside and out
2. Wash window tracks
3. Wipe/wash curtain rods including blinds
4. Dust window sills
5. Faucets must be wiped (no water spots)
6. Dust base boards and heat radiators (All baseboards must be wiped)
7. Dust air conditioner and wash filter
8. Wash all closets doors, inside and out
9. Wash all louvered closet shelves and poles
10. Professionally steam clean carpet, including inside of closets
12. Remove and wash all light fixtures/covers
13. Clean fan blades on ceiling fans
14. Replace any burnt out bulbs (you will be charged for any missing/burnt out ones)
15. Clean and sweep patio and garage (if applicable)
16. Have mail forwarded to your new address
17. Return garage door remote/keys
18. You or your TV company MUST REMOVE SATELLITES, coordinate this with them

REFRIGERATOR
1. Defrost freezer
2. Wash all fridge/freezer compartments, shelves, racks etc.
3. Wash doors and sides of refrigerator (inside AND out)
4. Vacuum or dust the back of the unit
5. Scrub floor under the refrigerator
6. Leave the refrigerator plugged in and running on a low temp, do not leave it OFF.

STOVE
1. Wash the top (stains, food, etc.)
2. Wash drip pans
3. Clean underneath drip pans with oven cleaner
4. Clean broiler pan with oven cleaner
5. Clean inside of oven, there should not be any residue or spots left.
6. Wash bottom drawer
7. Wash sides of stove (and wall if applicable)
8. Dust the back of stove
9. Scrub floor under stove

HOOD VENT
1. Wash off fan hood and underneath hood with degreaser
2. Clean fan filter

CUPBOARDS
1. Contact Property Manager before removing contact paper (if applicable)
2. Wash and wipe out drawers and shelves
3. Wash outside of all cupboards

BATHROOM
1. Scrub the tub (including chrome fixtures and soap dish, do not leave water spots)
2. Scrub tile (including trim around the base)
3. Clean sink, there should not be any grime left on the drain cover or in sink
4. Clean toilet (including toilet surrounding- check bolts and seat cover bolts)
5. Clean vanity inside and out
6. Clean inside medicine cabinet
7. Clean light fixture cover and replace any missing/burnt out bulbs
8. Clean mirrors, there should not be any wipe smears or dust from cloth
9. Scrub/mop floor

Below is a fee schedule, please note the fees listed are *average* cost, and *may differ from the fees you are charged*. We give allowances for normal wear and tear, and for the length of time something has been in use. Items listed in "Replacement costs" are for material charge only, add \$35.00 per hour for labor (unless specified "including labor").

****Failed check out appointment \$100.00****
****Cleaning not completed at time of check out \$50.00 plus cleaning costs****

Your account will be charged for an additional month's rent* should any cleaning and/or repairs exceed a total of \$200. *If the apartment has not been re-rented.

CLEANING COSTS

Kitchen		Bathroom	
Wipe out all cupboards (inside and out)	\$50.00	Tub	\$50.00
Clean countertops	\$25.00	Sink and countertops	\$25.00
Clean sink and fixtures	\$25.00	Medicine cabinet	\$15.00
Refrigerator		Toilet	\$75.00
Defrost	\$75.00	Floor	\$50.00
Clean out	\$50.00	Light fixture/fan blade (per fixture) \$15.00	
Underneath	\$25.00	General Cleaning Per Hour	\$35.00
Stove		Fireplace	\$150.00
Under stove top and burner	\$25.00	Patio Remove snow or sweep	\$50.00
Clean oven	\$50.00	Garage Remove items or clean	\$75.00
Flooring		Satellites Cost to remove satellites	\$125.00
Vacuuming	\$50.00	Removal of trash (per trash bag)	\$25.00
Mop hardwood floor	\$75.00	Removal of excess items	Fee Varies
Baseboards	\$60.00	Deodorizing carpets (per treatment)	\$150.00
Professional Steam Clean Carpets (Receipt from commercial business is required)	\$200.00	Deodorizing porous/non-porous surfaces	\$125.00
Window washing		Electrical Labor (per hour)	\$85.00
Windows (each)	\$25.00	Locksmith service call	\$85.00
Patio	\$25.00	Locksmith Labor per hour	\$55.00
		Plumber Labor per hour	\$85.00
		General Maintenance Labor per hour	\$35.00

DAMAGED or REPLACEMENT COST

Refrigerator		Windows	
Replace due to odor/neglect/defrost damage	\$680.00	Rescreen torn screen-patio	\$70.00
Shelf/rack	\$25.00	Rescreen torn screen -other	\$45.00
Crisper shelf	\$35.00	Repair bent screen frame	\$45.00
Other parts	Fee Varies	Replace blind	\$55.00
Oven		Replace broken window	min. \$60.00
Drip pans (each)	\$15.00	Doors	
Oven rack (each)	\$35.00	Repair forced door damage	\$225.00
Broiler Pan	\$25.00	Replace door (apartment entrance)	est. \$600.00
Lights		Replace door (bedroom, bathroom)	est. \$175.00
Light fixture bathroom	\$68.00	Plumbing	
Light fixture kitchen	\$68.00	Replace kitchen faucet	\$175.00
Light fixture hallway	\$245.00	Replace bathroom faucet	\$125.00
Regular Light Bulb per bulb--includes labor	\$15.00	Replace faucet handle	\$75.00
Fluorescent Light Bulb	\$20.00	Replace toilet tank lid	\$75.00
Other light replacement	Fee Varies	Replace toilet	\$225.00
Flooring		Replace toilet seat	\$60.00
Carpet/linoleum /hardwood	Fee varies	Replace garbage disposal	\$140.00
Ex: For a typical 2 bedroom apt to replace all carpet and linoleum, includes labor	\$2,500.00	Miscellaneous	
Smoke/odor/stain/scratch damaged carpets/flooring	Fee varies	Damages to patio (not including doors)	\$150.00
Electrical		Replace shower/tub enclosure	\$320.00
Replace outlet/switch/plate cover +\$75/hr labor	\$25.00	Replace thermostat	\$90.00
Garage		Air conditioner cover	\$250.00
Missing garage door remote	\$75.00	Countertop Burns-Bathroom	Min.\$200.00
Replace garage door panel --per panel	\$225.00	Countertop Burns-Kitchen	Min.\$300.00
Walls		Painting	Fee varies
Repair hole in wall + materials	\$150.00	Smoke alarm	\$45.00
Touchup wall (no hole)	\$50.00	Smoke alarm battery (includes labor)	\$32.00
Smoke damage (per room)	\$150-450.00	Locks- if changed by tenant, or unreturned keys	\$75.00
		Carbon Monoxide detector	\$120.00

Approved Professional Steam Cleaners, \$200 fee charged for using other companies:

