



Procedure For Check-Out¹

Resident's Name _____ Property Address _____

To prevent unnecessary deductions from your security deposit, please use this guide for checking out of your home: *(This list is not all-inclusive; it is merely a guide for your convenience.)*

- _____ Pay any unpaid rent, late charges and other miscellaneous charges against your account.
- _____ Remove all personal belongings. Double-check all kitchen cabinets, refrigerator and closets. *(Any item left behind becomes the property of Doug Shorter Property Management, Inc.)*
- _____ Clean interior (steam clean carpets, mop vinyl/wood floors, dust ceiling fan blades, baseboards, mini-blinds & window sills, clean light globes).
- _____ Replace blown/missing light bulbs, light globes.
- _____ Replace smoke detector(s) batteries.
- _____ Replace A/C filter.
- _____ Mow lawn, trim bushes, sweep out garage & walkways.
- _____ Call 760-5280 to schedule a check out inspection. Please call the office at least one week prior to the date you are ready to vacate the home. *(Submitting your 30-day notice does not automatically schedule you for an inspection appointment.)*
- _____ -or-
- _____ If you will not be present for inspection, please call 760-5280 to indicate when we can inspect.

At Check-Out

- THE POWER AND WATER MUST BE ON FOR THE INSPECTION. *(You will be charged if we have to turn on the utilities to conduct the inspection.)*
- Turn in all keys. *(You will be charged for each key not returned. If we have to re-key a lock due to missing keys, you will be charged.)*
- Provide your forwarding address.
- Check your mail.

(We DO NOT conduct pre-inspections for a check out. If we arrive to a prearranged check out appointment and you are not ready for the inspection, you will be billed \$25 for each returned visit to conduct the inspection.)

¹ Visit us online at www.dougshorter.com.
E-mail: dspm@knology.net

Potential Charges

If you return the home to us uncleaned or with items missing or broken, here are some charges you could be facing:

(Please note. This is not an all-inclusive list; you may be charged for items not listed. The prices indicated are AVERAGE prices only. If the owner incurs a higher for cleaning/repair/replacement of an item, you will be responsible for the higher cost.)

Cleaning

Carpets 2-bedrooms start at \$65, 3-bedrooms start at \$85
 Interior 2-bedrooms start at \$85, 3+bedroom start at \$125

Miscellaneous

Carpet Repairs \$100
 Trash Removal 30/manhour + 30/truck load
 Wallpaper Removal 150
 Painting Start at \$150 per room
 Tile Floors 25
 Holes In Wall (s) 75
 Roach/Flea Spraying Start at \$65 per treatment

Replacement	Each		Each
Window Glass	\$ 25	Ice Tray	\$ 3
Patio Glass Door	150	Crisper Cover	15
Patio Screen	35	Refrig. Rack/ Shelf	30
Window Screen	20	Garbage Disposal	120
Mailbox Key		Mirrors (bath)	60
Lost or Not Returned	25	Door	150
Door Key		Light Fixture	50
Lost or Not Returned	35	Light Bulb	1
Fire Extinguisher		Counter Top	250
1½ lb. Size	35	Door Stopper	5
Smoke Detector	25	Curtains	25/window
Mini-Blinds	25		
Vertical Blinds	150		