



**HENDERSON PROPERTIES, INC.**

3030 Latrobe Drive  
Charlotte, NC 28211  
Telephone: 704-535-1122

**Move Out Instructions:**

**Submit your Notice to Vacate. You will receive an official confirmation with the detailed move out instructions.**

Below are the move out instructions which you should follow as you prepare to move, as well as a list of estimated charges for which you could be charged, per your Lease and the State Landlord Tenant Laws, should the conditions of the home exceed normal wear and tear. If you have any questions or concerns, please feel free to contact the Assistant Property Manager at (704) 535-1122 ext. 220.

**MOVE OUT INSTRUCTIONS AND REQUIREMENTS:**

**If you fail to turn in your keys by the said date of move out, you will be considered a holdover tenant. You will be charged rent per day until your keys are turned into our office or eviction proceedings may be initiated.**

After you have completely moved out and completed all cleaning, you must turn in **ALL** keys, garage opener remotes and parking passes to the office at **3030 Latrobe Drive, Charlotte, NC 28211** and supply us with your forwarding address during our normal business hours. If your move out date falls on a Saturday, Sunday or Holiday, you must turn in keys to our office the next business day, ***no later than noon***. **You will be charged rent per day until the day we receive all keys to the property you are vacating OR 30 days after we receive your notice to vacate OR until your lease ends, whichever is later.** If you are on Auto Draft, you must provide the Accounting Department written notice to terminate the draft agreement.

The following list of cleaning requirements should be completed before turning in your keys. This will ensure the best possible return of your Security Deposit. All Security Deposits will be processed and you will receive an Itemized Security Deposit Statement within thirty (30) days of move out and key return. Any balance due, i.e. additional rent for late payments, returned checks, legal and administrative fees, repairs, will be deducted from your Security Deposit and the overages will be billed to you. Attached for your information is a list of estimated charges for cleaning and damages. This list is not all-inclusive and prices may change without notice. For replacements and items not listed, charge will be actual cost.

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#### **KITCHEN:**

1. Remove all items and food.
2. Clean refrigerator, freezer, shelves, crisper and foot guard.
3. Leave the refrigerator door open.
4. Remove all ice from ice maker and turn it off.
5. Clean all cupboards, drawers, sinks, and fixtures.
6. Clean stovetop, under burners, oven, drawer, and range hood.
7. Clean or replace drip pans.
8. Clean microwave.
9. Mop floors and clean countertops.

#### **BEDROOMS, LIVING ROOM, FAMILY ROOM/DEN, AND DINING ROOM:**

1. Vacuum and professionally shampoo and deodorize all carpets. A receipt for the professional cleaning and deodorizing must be provided to our office when returning keys, fobs, pool passes, etc. **Renting a rug doctor machine from the local store is not having the carpets professionally shampooed and deodorized.**
2. Clean baseboards, windowsills, switch plate covers, ceiling fans, and light fixtures.
3. Clean all finger prints and other marks off the walls and doors (front and back).
4. Replace any burned out light bulbs.
5. Replace batteries in all smoke and carbon monoxide detectors.
6. Clean all furnished drapes, blinds, and window treatments.
7. Clean fireplace (if applicable).
8. Empty closets of all hangers, etc.

#### **BATHROOMS:**

1. Clean toilet bowls and tanks.
2. Clean sinks, tubs, tub enclosures and showers.
3. Wipe out medicine cabinets, under sink cabinets, and all drawers.
4. Mop floors.

#### **GARAGES AND ATTICS:**

1. Remove all personal property and trash.
2. Take trash can to street to be picked up on next pick-up day.
3. Call City Solid Waste Removal (311) to pick up bulk items.
4. Turn in all garage door opener remote, mail box keys, fobs, parking, and pool passes/keys with the keys to our office.

**EXTERIOR:**

1. Make sure grass is cut and leaves/debris is removed.
2. Clean gutters.
3. Trim all shrubbery.
4. Remove weeds from beds.

**MISCELLANEOUS:**

1. Replace all air filters.
2. Dust vents.
- 3. TURN MAIN BREAKERS TO THE OFF POSITION.**

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*\*Please utilize the following prices as a guide for any possible charges. Prices are subject to change without notice. All prices may vary based on appliance brand, availability of supplies and degree of cleaning required.\**

Service Charge: \$49.00

Kitchen:

Clean Stovetop/Under burners	\$25
Excessive Food/Grease	\$55
Clean Oven/Drawer	\$40
Excessive Food/Grease	\$48
Replace Drip Pans (each)	\$10 (each)
Replace Stove Burner	\$50
Replace Stove Knob	\$20
Clean Cabinets/Drawers	\$50
Remove items left in cabinets/drawers	\$60
Clean Microwave	\$15
Excessive Food/Grease	\$35
Clean Dishwasher	\$20
Clean Range Hood	\$25
Excessive Food/Grease	\$40
Sweep/Mop Floor	\$25
Clean Refrigerator/Freezer	\$70
Remove food left in refrigerator/freezer	\$70
Repair/Replace Garbage Disposal	\$175
Replace Disposal Cover	\$15
Replace Sink Sprayer	\$50
Clean Sink Area	\$20
Replace Sink Strainer Basket	\$15

Laundry Room:

Clean Washer/Dryer	\$20
Clean Laundry Floor	\$25
Paint Laundry Room/Area	\$150

Carpet:

Vacuum Floors (each)	\$20
Shampoo Carpets	\$50 (each room)
Replace Carpet	Actual Cost

Hardwood/Tile/Vinyl Floors:

Sweep/Mop (each)	\$20
Wax (each)	\$30
Sand & Refinish	Actual Cost

Counter Tops:

Repair/Replace	Actual Cost
Repair Burns (each)	Actual Cost

Windows:

Clean Windows (each)	\$15
Glass Replacement	Actual Cost

Window Blinds:

Clean/Dust (each)	\$20
Replace Slats (up to 10)	\$20
Replace Blind Rod	\$15

Patio Blinds:

Clean Slats	\$30
Replace Slats (up to 10)	\$25
Replace Entire Blind	Actual Cost

Walls/Molding-Paint/Repair Per Room:

Dust/Clean Baseboards	\$25
Paint Walls Only	\$200 - \$400 depending on room size
Paint Baseboards Only	\$75
Paint All Molding	\$75
Paint Closets	\$75
Prime for Color Change	\$150 - \$400 depending on room size
Decals/Stickers (each)	\$10
Wallpaper/Border Removal	Actual Cost
Wallpaper Apply/Removal	Actual Cost
Wash Walls	\$75

Ceiling-Paint/Repair:

Prime	\$100
Paint	\$100
Water Damage Repairs	Actual Cost
Remove Textur/Re-Texture	Actual Cost
Repair Cracks	\$35

Ceiling/Light Fixtures:

Clean Chandeliers	\$25
Replace Chandeliers	Actual Cost
Clean Light Fixtures	\$10
Replace Light Fixtures	Actual Cost

Clean Ceiling Fans	\$20
Replace/Repair Ceiling Fans	Actual Cost
Replace Globes	\$25 and up

Electrical:

Clean Switch Plates/Outlet Covers	\$5
Replace Cover	\$10
Repair Outlet/Switch	\$65
Replace Light Bulbs (each)	\$5 and up
Replace Florescent Bulbs	\$20
Replace Smoke Detector	\$50
Replace Co2 Detector	\$65
Replace Batteries	\$15

Bathroom:

Replace Toilet Paper Holder	\$30
Replace Toilet Paper Holder Rod	\$10
Clean Toilet Paper/Towel Holders	\$5
Clean Medicine Cabinet	\$10
Clean Exhaust Vent	\$10
Replace Toilet Seat	\$30
Replace Toilet Tank Cover	\$70
Replace Flush Valve	\$95
Replace Flapper	\$35
Replace Flush Handle	\$25
Clean Toilet	\$20
Clean Bathroom Floor	\$20
Caulk Tub/Shower	\$50 and up
Clean Tub Enclosure	\$25
Excessive Soap Scum/Mildew	\$25
Clean Bathroom Cabinets/Drawers	\$25
Remove items left in cabinets/drawers	\$45
Replace Sink Stopper/ Drain Assembly	\$85
Clean Bathroom Sink Area	\$24
Replace Metal Soap Dish	\$30
Replace Ceramic Soap Dish	\$60

Miscellaneous:

Change HVAC Filter	\$20
Clean Vents>Returns	\$15
Reinstall Smoke/Co2 Alarm	\$30
Clean Fireplace	\$25
Repair/Replace Doorbell	\$50
Replace Door Knobs	\$40
Replace Door Stops	\$10
Replace Door	Actual Cost
Debris Remove (per load)	\$90 and up
Excess Roach Debris	Actual Cost
Repair Bi-fold Doors	Actual Cost
Re-hang Door	\$90
Repair Handrail	\$25 and up

**Exterior:**

Clean Gutters (per story)	\$110
Trim Shrubs/Trees	\$65 and up
Clean Crawl Space	Actual Cost
Clean Out Storage Buildings	Actual Cost
Replace Foundation Vent	\$45

**\*\*Charges to be revised at any time without notice!\*\***

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