The Redstone Group

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Move-Out Packet

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Move-Out Packet — Contents

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DATE: _____

TO: _____
_____

FROM: _____

RE: _____ (the "Apartment")

I hereby surrender my tenancy and give you possession of the above-captioned Apartment and the keys to the Apartment.

I have permanently vacated the Apartment and have removed all of my personal property from the Apartment. Any property remaining in the Apartment is deemed to be abandoned and may be disposed of by you.

I represent and warrant that I am hereby delivering to you the possession of the Apartment in the condition in which it was rented to me (except for normal wear and tear), vacant and unoccupied and free of any tenancies, subtenancies and/or other rights of occupancy. I further represent and warrant that I have done nothing which would give anyone a claim against the Apartment or against the building owner or managing agent.

I hereby authorize and direct you to retain in full the security heretofore deposited in connection with my tenancy of the Apartment, together with any accrued interest thereon, and to apply the same against unpaid rent and/or use and occupancy due and owing.

_____ _____

Name and Signature Date

Move out checklist and charges

Sixty (60) days' written notice of a month-to-month tenancy or end-of-lease-term termination must be given by the resident to Landlord only by email to legal@goredstone.com or by signed letter. Notice by text message is not sufficient. If a month-to-month extension is agreed upon, the term shall end on the last day of the calendar month.

This checklist and the attached charge list will be used to make sure the home is clean and in the proper condition so we can quickly conduct an inspection and authorize the release of your security deposit. Your Property Manager and/or Owner will conduct an inspection using the original inspection report that was provided when you moved in. We expect the premises to be in the identical condition. The Property Manager will have the final responsibility for determining “normal wear and tear” and what is the result of damage, abuse or neglect.

All repairs or maintenance items that are necessary to return the premises are in the identical condition as in the pre-occupancy inspection are the responsibility of the Tenant. The cost of these repairs and maintenance items will be deducted from the security Deposit or charged to you afterwards (see the attached charge list). We will seek collection for any remaining balance.

When you signed the lease, you agreed to provide on the day the property is vacated:

All rent and other account fees MUST be paid in full or a satisfactory written settlement agreement made with us for any balance due. Unpaid balances are deducted from the Security Deposit first.

The entire property must be clean and all trash removed.

Tile, vinyl and hardwood floors must be cleaned and waxed.

Carpets MUST be professionally cleaned by a professional carpet-cleaning provider of Tenant's choosing. Tenant shall provide Landlord with a paid receipt. Landlord does not require use of any named or pre-approved vendor. If Tenant fails to provide a paid receipt, Landlord may have the carpets professionally cleaned and charge Tenant the actual, reasonable cost.

All nails or other holes in the walls must be filled or repaired properly.

Outside hoses must be disconnected and stored.

All window wells clean and clear of trash, weeds and debris.

Fireplace must be free of soot and the firebox vacuumed. All tools received with home must be present.

All drapes and curtain rods or mini blinds should be firmly fastened. All drapes, blinds and curtains are in good repair and properly hung and cleaned. ALL broken window coverings will be replaced at your expense.

Refrigerator, stove, oven and microwave MUST be clean, defrosted and plugged in, running at normal settings.

All personal property, including furniture, motor vehicles and all other items not on the property when you moved in, must be removed from the home and surrounding property. Anything left behind shall be regarded as abandoned and may be destroyed, hauled away or otherwise disposed of at YOUR expense.

Get a final reading on your utilities, telephone and cable as of the last day on the lease. You will not be reimbursed for any amount you have paid past your move out date. **DO NOT DISCONNECT UTILITIES, YOU WILL BE CHARGED FOR THE RECONNECT FEE!**

Make your final trash pick-up arrangements. **YOU WILL BE CHARGED FOR THE COST FOR THE REMOVAL OF ALL TRASH AND/OR PERSONAL BELONGINGS LEFT AFTER YOUR MOVE OUT DATE.**

Clean ALL windows, window tracks and any door windows.

All doors and windows must be properly locked or fastened.

ALL keys and garage door remotes MUST BE returned to your landlord on the last day. **YOU WILL BE CHARGED FOR ANY MISSING REMOTES PLUS THE COST TO REPROGRAM THE OPENER!**

The attached Move-Out charge list is used to identify additional charges for repairs and cleaning items.

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MOVE-OUT CHARGES

Any non-refundable portion of the security deposit will be used to off-set normal carpet cleaning and touch-up painting if the entire term of the lease was fulfilled. Any damages, painting, or carpet cleaning beyond normal will be charged as required by the vendors who perform the services. Upon move-out, the premises must be in clean and sanitary condition. Residents should use the following lists as a guideline to what should be cleaned and replaced. The following list includes charges for replacement of missing or damaged items. **Any cleaning that is not done by resident will be assessed the following minimum charges:**

●	**Clean refrigerator**	**$50**
●	**Clean microwave**	**$35**
●	**Clean dishwasher**	**$35**
●	**Clean stove top & under burner trays**	**$30**
●	**Clean oven & drawer**	**$40**
●	**Clean stove hood**	**$30**
●	**Clean kitchen cabinets inside and out**	**$40**
●	**Clean Kitchen floor including under stove and fridge**	**$40**
●	**Clean tub/shower and surrounding area**	**$40**
●	**Clean toilet and sink**	**$40**
●	**Clean bathroom cabinets and floor**	**$40**
●	**Vacuum throughout dwelling**	**$65/hour**
●	**Clean greasy parking space in garage or driveway**	**$50**
●	**Professionally clean carpet**	**$99 per room**
●	**Clean fireplace**	**$60**

●	**Garage sweeping**	**$60**
●	**Exterior garbage and litter cleanup**	**$40**
●	**Pet waste removal**	**$65/hour; $100 min**
●	**Replace burner drip pans in oven if damaged**	**$40**
●	**Average whole house cleaning**	**$650**

Flooring

●	**Remove carpet stains**	**$150**
●	**Deodorize carpet**	**$150**
●	**Repair carpet (per room)**	**$150**
●	**Replace carpet (per room)**	**$400**
●	**Repair hardwood flooring or LVP**	**$150**
●	**Refinish hardwood flooring (per room)**	**$500**
●	**Repair linoleum**	**$175**
●	**Replace kitchen linoleum**	**$400**
●	**Replace bathroom linoleum**	**$500**
●	**Replace Vinyl Plank flooring**	**$500 per room**
●	**Repair Vinyl Plank flooring**	**$200 per area**
●	**Repair ceramic floor tile**	**$200 per area**
●	**Replace kitchen ceramic floor tile**	**$400**

●	**Replace bathroom ceramic floor tile**	**$500**
●	**Average whole house carpet cleaning**	**$450**

Walls

●	**Remove mildew and treat surface**	**$65**
●	**Cover crayon marks**	**$35**
●	**Repair hole in wall**	**$150**
●	**Remove wallpaper (per area)**	**$150**
●	**Repaint (per wall/ceiling)**	**$150**
●	**Repair nail holes (each hole)**	**$35**
●	**Replace ceramic wall tile**	**$500 per wall**
●	**Repair ceramic wall tile**	**$200 per area**

Doors

●	**Repair hole in hollow core door**	**$150**
●	**Repair forced door damage**	**$250**
●	**Replace wooden interior door (inside)**	**$250**
●	**Replace steel or aluminum door (interior/exterior)**	**$450**
●	**Replace sliding glass door (single)**	**$500**
●	**Replace Aluminum or Vinyl Storm door**	**$350**
●	**Replace storm door glass**	**$175**

●	**Rescreen storm door screen**	**$65**
●	**Replace storm door screen**	**$150**
●	**Replace sliding glass door (double)**	**$850**
●	**Rescreen sliding door screen**	**$65**
●	**Replace sliding door screen**	**$225**
●	**Replace steel security storm door**	**$425**
●	**Replace garage door remote**	**$65**
●	**Replace interior door knob**	**$30**
●	**Repair door hinges (interior)**	**$35**

Windows and window coverings

●	**Replace single window pane**	**$250**
●	**Replace double window pane**	**$350**
●	**Replace venetian blinds**	**$125 each**
●	**Replace mini blinds**	**$45 each**
●	**Replace window shade**	**$65 each**
●	**Replace drapery (sill length)**	**$225**
●	**Replace drapery (floor length)**	**$250**
●	**Rescreen window screen**	**$65**
●	**Replace window screen**	**$100**

Electrical

●	**Replace light bulb**	**$10**

●	**Replace light fixture globe**	**$50**
●	**Replace light fixture**	**$100**
●	**Replace electrical outlet/switch**	**$65**
●	**Replace ceiling fan**	**$200**
●	**Replace electrical cover plate**	**$35**

Miscellaneous

●	**Replace refrigerator shelf**	**$150**
●	**Replace stove/oven knob**	**$45**
●	**Replace ceramic tile countertop**	**$450**
●	**Replace laminate countertop**	**$600**
●	**Replace granite countertop**	**$1500**
●	**Replace mirror**	**$250**
●	**Replace medicine cabinet**	**$250**
●	**Replace towel bar**	**$100**
●	**Repair towel bar**	**$50**
●	**Repair toilet paper holder**	**$50**
●	**Replace toilet paper holder**	**$75**
●	**Replace shower curtain rod**	**$50**
●	**Replace shower/tub enclosure**	**$600**
●	**Repair porcelain**	**$300**
●	**Replace bath vanity**	**$450**
●	**Replace bath vanity sink**	**$300**

●	**Replace thermostat**	**$95**
●	**Remove junk and debris (per hour)**	**$100**
●	**Mailbox keys**	**$50 each**
●	**Replace ice trays**	**$10**
●	**Replacement of stove rings/grills**	**$35 each**
●	**Repair balcony railings**	**$200 each**
●	**Repair balcony asphalt floor**	**$500**
●	**Replace balcony lights**	**$50 each**
●	**Replace CO2 detectors**	**$100**
●	**Replace smoke detectors**	**$50 each**
●	**Cleaning dryer lint trap**	**$35**
●	**Garbage can full fee**	**$50**

Mutual Release

The undersigned individually and collectively, parties to a certain rental agreement dated _____for the property located at _____.

Tenant has hereby vacated the property prior to today's date, and agrees there are no personal items remaining within the dwelling of any value and hereby allows landlord to clean out, throw away or otherwise dispose of anything remaining on or within the rental property.

In consideration of the mutual undertakings set forth herein, each for himself and for his heirs, executors, administrators, successors and assigns, agree to and do hereby mutually release and discharge any and all claims, action, causes of actions, suits, debts, sums of money, accounts or demands, arising from or by virtue of said rental agreement (lease agreement) and the said parties further acknowledge and agree to the disbursement of the sum of _____Dollars ($__00.00) in accordance with the laws of the state of Michigan as follows:

_____

Tenant: _____ Date

_____

Landlord: _____ LLC Date

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Return Items Check List

The following items will need to be returned at the time of move out. If items are not returned, the cost to replace them are listed below and will be taken from Security Deposit or, in the event that Security Deposit balance is not sufficient, tenant will be responsible to pay balance upon move out.

Received	Returned	Item
		Exterior door keys
		Interior door keys
		Basement lock keys

Replacement costs:

Exterior door keys: $50 each

Interior door keys: $50 each

Basement lock keys: $50 each

Lost or unreturned keys are charged Fifty and 00/100 Dollars ($50.00) each. This charge is per key. This does not authorize an automatic additional charge for rekeying the Premises.

_____

Lessor

_____ _____

Lessee Lessee

[LLC NAME]
[LANDLORD MAILING ADDRESS] • [CITY, STATE ZIP]

NOTICE OF DAMAGES
Itemized Statement of Security Deposit Deductions

This notice is provided under the Michigan Security Deposit Act (MCL 554.607 and 554.609). It lists the damages and other charges the landlord claims against your security deposit, the estimated cost of repair for each item, and the balance of your deposit.

1. TENANCY INFORMATION

Date of Notice	[MM/DD/YYYY]	**Landlord**	[LLC NAME]
Tenant(s)	[TENANT NAME(S)]	**Premises / Unit**	[STREET ADDRESS], Unit [#], Detroit, MI [ZIP]
Forwarding Address	[STREET ADDRESS], [CITY, STATE ZIP]	**Lease Term**	[MM/DD/YYYY] to [MM/DD/YYYY]
Move-Out Date	[MM/DD/YYYY]	**Deposit Held**	$[AMOUNT]

2. ITEMIZED LIST OF DAMAGES CLAIMED (MCL 554.607(a); 554.609(1))

Actual damages resulting from conduct not reasonably expected in the normal course of habitation. Normal wear and tear and conditions on the move-in checklist are not charged.

No.	Item / Location	Description of Damage and Basis for Charge	Estimated Cost of Repair
1			$
2			$
3			$
4			$
5			$
6			$
7			$
8			$
		SUBTOTAL — DAMAGES (A)	**$**

3. UNPAID RENT AND OTHER CHARGES (MCL 554.607(b))

Charge	Period / Details	Amount
Rent in arrearage under the rental agreement		$
Rent due for premature termination by tenant		$
Utility bills not paid by tenant		$
	SUBTOTAL — OTHER CHARGES (B)	**$**

4. SUMMARY OF SECURITY DEPOSIT

Security deposit held	$
Less: Damages (A)	$
Less: Unpaid rent and other charges (B)	$
TOTAL DEDUCTIONS (A + B)	**$**
BALANCE REFUNDED TO TENANT: ☐ Check/Money Order No. _____ ☐ Electronic transfer on _____	**$**
OR AMOUNT OWED BY TENANT (total deductions exceed deposit held)	**$**

You must respond to this notice by mail within 7 days after receipt of the notice of damages, otherwise you will forfeit the amount claimed for damages.

Tenant response: Mail your response, indicating in detail your agreement or disagreement with the damage charges listed, to **[LLC NAME], [LANDLORD MAILING ADDRESS], [CITY, STATE ZIP]**. The date of mailing is considered the date of your response (MCL 554.612).

[LLC NAME], Landlord

By: _____, Authorized Agent Date: _____

CERTIFICATE OF MAILING

I certify that on _____, I mailed this Notice of Damages, with any enclosed refund, to the tenant(s) at the forwarding address above by first-class U.S. mail, postage prepaid. ☐ USPS PS Form 3817 attached.

By: _____, Authorized Agent for [LLC NAME] Date: _____