



D'Alessandro House Buyers, LLC

753 Genesee Street
Rochester, NY 14611

Office: 585-302-4297 | Fax: 585-563-6095 | e-mail: rent@dhbroc.com

TENANT MOVE OUT INSTRUCTIONS

Thank you for giving us advanced notice that you are moving. We have enjoyed having you as a tenant. If anyone at DHB LLC can be of service to you in the future, whether renting another home or, perhaps, purchasing or selling a home, please allow us to assist you. Now that you are moving out, your rental agreement requires that you leave your unit in clean and undamaged condition. We have every intention of returning all of your security deposit as long as you have fulfilled your agreement with us. Prior to returning your security deposit, we will inspect the home and grounds within 24 hours of the time you return all keys to our office.

***This inspection will be done only after the keys have been returned.**

***They must be returned by 11:00am on the last day of your lease to avoid any additional rental charges.**

***You will be charged \$25 per half hour, after 11:00am on the last day of your lease until keys have not been returned.**

***If at 5:00pm on the last day of your lease, we have not received the keys we will assume you are moved out and will begin our turnover process. Any items left in the house will be disposed of at your expense.**

***The keys must be returned to the office at 753 Genesee St, Rochester, NY 14611. Please make sure you label the keys. If no one is at the office to receive your keys, you can leave them in the mailbox and send us an email or call the office number and leave a message so we can document the drop-off time.**

***Do not leave the keys at the property.**

The percentage of the security deposit returned to you will be based on the condition of the property upon move out and in accordance with the terms and conditions set forth in the signed rental agreement. The amount retained by DHB LLC, if any, is based on the condition of the property at inspection and any funds that may be currently due but unpaid on your account.

Please note will be checking the following items:

- Remove all trash and personal items from home and yard.
 - Clean all appliances thoroughly, including refrigerator, stove, microwave, range hood, washer and dryer.
 - Clean sinks, cabinets and drawers, inside and out.
 - Steam Clean any and all carpeting.
 - Wash non-carpeted floors. Remove stains and marks.
 - Wash walls carefully; pay special attention to areas around light switches, hallways, doors and baseboards.
 - Clean all windows and blinds. Close and lock all windows.
 - Clean and disinfect the bathrooms thoroughly, including tub, shower, floor, toilet, vanity and medicine cabinet.
 - Remove any trash or debris from porch and yard.
 - Leave trash and recycling totes empty. (If the normal trash collection day is several days after your move-out, please let us know and we will put the trash can out for you. DO NOT leave items or bags outside of toter.
 - DO NOT spackle walls to fill nail or screw holes or paint walls or trim.
 - Remove all hangers and debris from closets.
 - Clean light fixtures, mantles,
 - Upon departure, close and latch/lock all exterior windows and doors.
- *Except for normal wear and tear, the home should be in the same condition it was in when you took possession at the beginning of your rental agreement.**

WHAT'S ORDINARY WEAR AND TEAR?

Typical definition of ordinary wear and tear is "That deterioration which occurs based upon the use of which the rental unit is intended and without negligence, carelessness, accident, or misuse, or abuse of the premises or contents by the tenant or members of his household, or their invitees or guests."

In other words, ordinary wear and tear is the natural and gradual deterioration of the apartment over time, which results from a tenant's *normal* use of the apartment. For example, the carpeting in an apartment, or even the paint on the walls, wears out in the normal course of living.

WHAT'S NOT ORDINARY WEAR AND TEAR?

A landlord can make a tenant pay for damages if the tenant helped the aging process along or didn't use the apartment in a normal way. A carpet worn from people walking on it is something you have to expect. But a tenant who cuts a hole in the carpet or spills paint on it may be held responsible for the damage. A dirty carpet is not considered normal wear and tear.

PLEASE FILL OUT AND RETURN THE FOLLOWING PAGE (each resident must complete one):

Your security deposit refund and/or statement of the disposition of funds will be mailed to your forwarding address (or your last known address, if no forwarding address is/has been provided) within 30 days of your lease end date.



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RESIDENT MOVE OUT COMPLETION FORM

Please submit one move-out form per resident. This form should be submitted with your keys.

****Again, the keys must be returned by 11:00am on the last day of your lease. You will be charged \$25 per half hour after 11:00am on the last day of your lease that the keys have not been returned. If at 5:00pm on the last day of your lease, we have not received the keys we will assume you are moved out and will begin our turnover process. Any items left in the house will be disposed of at your expense.**

Name: _____

Current Address: _____

Forwarding Address (*where you would like your security deposit check mailed): _____

Move-Out Date: _____

Phone: _____

Email: _____

Total security deposit paid upon move in by all residents: _____

Amount of security deposit contributed by you: _____

Comments:

*****For office use only*****

Date	Initial	
		Move-out Inspection
		Statement of Disposition
		Security Deposit Amount



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GENERAL CLEANING

Use this as a simple checklist to remember everything to do

<p>WALLS Clean Vents _____ Vacuum cobwebs _____ Dust above doors _____ Scrub Walls _____ Baseboards _____</p>	<p>FLOORS Clean Vents _____ Vacuum & Steam Clean all carpets _____ Sweep non carpeted _____ Mop/Scrub Vinyl _____ Clean under Refrigerator _____</p>
<p>DOORS Clean all knobs _____ Dust _____ Clean door jamb _____</p>	<p>BATHROOM(s) Sink /tub/shower _____ Toilet _____ Walls / windows _____ Floors _____</p>
<p>WINDOWS Sills _____ Blinds _____ Glass _____ Vacuum Tracking _____ Sash _____</p>	<p>KITCHEN Refrigerator _____ Stove stop/ burner pans _____ Oven _____ Stove hood _____ Cabinets in/out _____ Counter tops / sink _____</p>
<p>OUTSIDE Trash/debris removed _____ Do not leave any bags or items outside totes. Please make arrangements if trash needs to be taken to curb.</p>	<p>MISC Clean all Light Fixtures _____ Sweep Porchs _____ Sweep Garage _____ Sliding Glass Door _____ Sweep Laundry _____ Clean Machines and Area around Machines _____ Smoke Detectors & Batteries _____</p>



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CLEANING/REPAIR/REPLACEMENT PRICE LIST

Trash removal: Yard (*dumpster charge by weight)	\$25/hour (*plus dumpster fee where applic)
Trash removal: Property (*dumpster charge by weight)	\$25/hour (*plus dumpster fee where applic)
Clean: Appliances	\$50/stove or fridge \$25/washer or dryer
Clean: Kitchen	\$25-\$150
Clean: Bathroom	\$25-\$100
Clean: Hard Surface Flooring	\$25/room
Clean: Carpeting	\$15/room
Steam Cleaning	Equipment Fee \$75 plus \$100/room
Clean: Windows (Glass, Sash, Frame)	\$15/window
Clean: Walls	\$10/wall
Clean: Baseboards	\$25/room
Clean: Vents	\$10/vent
Repair/Replace: Windows	\$125/sash or \$300/window
Repair/Replace: Walls	\$25-\$300
Repair/Replace: Flooring (Carpet)	\$150/room
Repair/Replace: Flooring (Wood)	\$350/room refinish or \$750/room replacement
Repair/Replace: Flooring (Vinyl)	\$450/room
Repair/Replace: Blinds	\$10/blind
Repair/Replace: Towel Bars	\$35/bar
Repair/Replace: Light Fixtures	\$35
Repair/Replace: Smoke Detectors (battery/hard wired)	\$10/\$40
Repair/Replace: CO2 Detectors	\$35
Repair/Replace: Doors (Interior)	\$50/\$150
Repair/Replace: Doors (Exterior)	\$75/\$350
Replace: Door Knob	\$25
Repair/Replace: Appliance Parts	\$45+ based on specific part
Paint: Walls	\$25/wall
Paint: Trim	\$50/room
Paint: Basement Floor	\$100
Paint: Basement Walls	\$25/wall
Odor Removal Treatment	\$50 and up
Keys Not Returned:	\$5/key
Remaining in residence after lease ends at 11:00Am on last of lease	\$25/half hour

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