



Notice to Vacate Addendum

Resident's Name: _____ Lease End Date: _____

Ledger Balance: _____ Current Month Rent Rate: \$ _____

Estimated Early Termination Fees: _____

_____ 1. If there are multiple residents on the lease, written notice of termination from one will be considered notice from all.

_____ 2. I have received a copy of the Move Out Procedures and Inspection Guidelines and understand that it is my discretion to utilize the tips and suggestions provided. As the resident, I understand that I am ultimately responsible for the condition of the home. Cleaning of any kind is not considered normal wear and tear. Any damages outside of normal wear and tear may warrant a charge. If I plan to self-clean, I understand the home should be returned to DeLuz Family Housing, in the same condition as I received it, or improved.

_____ 3. Any cancelled or rescheduled move out inspection appointment is subject to a \$50 fee upon management discretion.

Resident Signature

Date

DeLuz Representative

Date



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Move Out Procedures and Inspection Guidelines

At the time of Notice of Intent to Vacate is submitted, DeLuz Family Housing will schedule both the Pre-Inspection and Final Inspection.

Pre-Inspection: This inspection will assist you in preparing for your Final Inspection and includes and inspection/procedure review designed to answer your questions. The DeLuz representative will provide information about what you can do to prepare your house and minimize any charges at your Final Inspection. As much as possible, the DeLuz representative will also point out conditions and/or damages that may result in charges. Please remember it is impossible to do a complete, thorough inspection while your home is occupied. Pictures on the wall, furniture, boxes, etc. can severely hinder our ability to notice all that we could.

Final Inspection: DeLuz personnel will conduct the final inspection in accordance with the DeLuz Family housing Cleaning Standards and Guidelines and in the presence of resident(s) unless extenuating circumstances prevent the resident from attending. The Final Inspection will determine what needs to be done to prepare the home for the next resident. The inspector will make notes regarding cleaning, damage and maintenance items that need completed. Upon completion of the final inspection, DeLuz personnel will review the results with the Residents and collect all keys and remotes (if applicable). No keys shall be accepted after the move out inspection and resident may be charged for any core changes if keys are not turned in. Payment is due at the time of the Final Inspection via Cashier's Check, Money Order or online at rentpayment.com. Any monies owed must be brought current within 30 days of the Final Inspection to avoid any balances owed being transferred to collections.

- All personal property and trash must be removed from the unit prior to final inspection. Any items left behind will be removed and disposed of at the resident's expense.
- All trash and recycle items removed, cans clean and sanitized.
- General cleaning of any kind is NOT considered to be a condition of normal wear and tear. To avoid charges, the home must be returned in the same (or improved) condition as it was received, excluding normal wear and tear.
- A forwarding address must be obtained prior to the resident's final departure so that all necessary documents or refunds can be properly forwarded



Alterations: Any alterations (additions or changes) to the premises made by the resident that do not conform to the original condition must be removed and correction prior to the final inspection. Examples include decorative wall plates, paint, wall paper, etc. When correcting these items, your home must be restored to the original condition. Any original item or amenity replaced by resident must meet the standards of the original item or amenity and must be approved by DeLuz Family Housing. Examples would be blinds, light fixtures, shower heads, etc.

CLEANING OPTIONS

1. **Self-Clean** requires the resident to clean the home in accordance with the standards outlined in these guidelines. Resident is not released from liability until the house passes final inspection.
2. **“Move & Go”:** Forgo the above option and pay a set fee for a “Full Clean” to DeLuz Family Housing to have the house cleaned. If the Resident selects this option, they are released from liability for cleaning, subject to the following restrictions:
Move & Go Cleaning **DOES NOT** include:
 - Removal of personal items or trash
 - Backyard maintenance (mow/pet waste/holes)
 - Exterior areas

HELPFUL TIPS

1. Read the Move Out Procedures and Inspection Guidelines completely. If you have questions, please call your designated neighborhood representative at 760-385-4835 during normal hours or you can email, deluzleasing@huntcompanies.com.
2. Before the movers arrive, create a Move Out Tool Kit. Include things like a hammer, screwdriver, cleaning supplies, mop and broom, etc.
3. Never use steel wool, coarse sandpaper, acid or any product that will damage a finish.
4. Be extremely careful cleaning painted surfaces because the paint and underlying textures are water based.
5. Remove nails and/or screws. If you need to use a hammer to remove a nail, place something flat and solid between the hammer and wall to avoid damage. Holes 3/8” or smaller will be considered normal. Please do not patch any holes. Patching a hole incorrectly will require us to remove your work and do it over, resulting in extra charges.
6. Remove all items you installed. (water filters, child proofing devices, hooks, etc.)



7. Range burners can be cleaned in the dishwasher or with ammonia.
8. Remove satellite dish and/or water treatment equipment. Saying you called it in and “Company X” hasn’t shown up will still cost you a removal fee. You cannot leave it for the next resident.
9. Ovens:
 - ***Don’t use regular oven cleaner on self-cleaning ovens!*** There are some oven cleaners that claim to be safe for self-clean units, so if you have to use a cleaner, ensure it’s the right one.
 - ***Don’t leave the racks in the oven during self-cleaning!*** The extreme heat will cause the racks to turn colors and that means they have to be replaced. Clean these by hand.
 - Make sure there aren’t any pans, broiler pans, etc. with grease or food on them in the broiler before using the self-clean feature!
10. Bulk Pick Up items – plan ahead! You are encouraged to dispose of any bulk items in the Self-Help Dumpsters behind the maintenance shop. It is open Monday – Friday 8am-5pm only. You are also welcome to call in a *routine* work order for bulk items or you can place them on the curb. Please keep in mind that although you have a work order, this does not guarantee your items will be removed prior to your move out date. There should be no items in the home or on the curb at the time of the Final Inspection.
11. Some product recommendations (all can be purchased at Home Depot)
 - Krud Kutter – works on paint splatters, adhesive residue, etc.
 - Mr. Clean Magic Erasers – walls and vinyl floors. Good for removing marks, crayon, pen, pencil, handprints, etc.
 - Spot X – mineral build up on chrome, brass, glass
 - Barkeepers Friend
 - Vinegar and Baking Soda paste



GENERAL:

- All floors must be cleaned thoroughly.
 1. Vinyl – swept and mopped with all marks removed.
 2. Carpets – vacuumed.
- Ceilings, walls and baseboards must be cleaned of all marks, smudges, cob-webs, grease spots, fingerprints, food, dirt, etc. Hangers and nails in woodwork or wall surfaces must be removed.
- Light fixtures must be wiped clean including globes and shades. Remove bugs from globes.
- Ledges over doors, windows, closets, cabinets, and door tops must be wiped clean.
- Sinks, vanities and countertops must be cleaned and all marks removed. Cabinets, shelves and drawers must be thoroughly wiped out and cleaned. Food particles, grease spots and watermarks must be removed and surfaces rinsed.
- Accessible windows must be cleaned (inside only). Clean windowsills, screens and window tracks.
- Blinds must be clean and properly hung.
- Remove dirt, dust and lint from dryer duct vent and all air vents (and surrounding area as necessary).
- Clean all doors (interior and exterior) including frames, thresholds and knobs. They should be free of dirt and stains on both sides.
- Remove stickers, wallpaper borders or contact paper from your cabinets, drawers and walls. Remove all adhesive film residues.
- Fans – clean fan blades, top and bottom and the fan body and fixture.
- Build-up of dirt, wax, stains or calcium deposits is **not** considered normal wear and tear and must be removed by resident. This also includes marks, dirt and heavy smudges on walls.
- Closets, including poles, shelves, and walls must be wiped cleaned and free of dirt.

BATHROOMS:

- Bathtubs/showers, sinks, toilets, fixtures and bathroom tile must be clean of soap, soap scum, calcium deposits, dirt, dark smudges and marks. Drain stoppers must be removed and cleaned. All mirrors and medicine cabinet surfaces (ledge shelves, shelf holders, mirrors, etc.) must be cleaned and free of obvious wipe marks.

KITCHEN:

- Appliances: thoroughly cleaned inside and out, to include all parts, trays, and gaskets.
 1. Stove/Oven Range:



- Clean around the burners and ensure there are no grease splatters.
 - Remove the stove knobs and clean behind them to ensure there are no spills or build up.
 - The warming drawer must be cleaned out and free of debris.
 - All exterior surfaces must be clean and free of any spills, debris, or grease build up.
 - The interior oven is clean and free of spills and any cleaning residue.
 - Vent Hood – Clean grease/residue on the inner and outer surfaces.
- Refrigerator - Clean the door seals and under bins. If there is a removable glass shelf above the bins, remove it and check the tracks for deposits. Clean the top and sides. Refrigerator should be left running with the thermostat set at the lowest setting and the door closed.
 - Dishwasher – clean inside, along the door edges and seal, and at the hinges. Clean the exterior and around the door. Must be free of any dirt or smudges.

GARAGE:

- Garages, storerooms, and furnace rooms/area must be swept, dusted and floors cleaned. All shelves must be wiped with a damp cloth.
- All surfaces must be clean of grease, oil and dirt. Any grease or oil could result in a charge for the garage to be pressure washed.

OUTSIDE AREAS:

- Exterior windowsills must be brushed and cleaned. Crawl spaces, parking spaces, and carports/garages will be clean and grease free.
- Yard areas around your unit must be free of litter, pet feces, etc. and any holes filled in. If yard is fenced in, yard must be in good landscape condition. Any pet damage is your responsibility.
- Fenced area must be mowed and trimmed along the edges of the fence line and AC unit (if applicable).
- All antennas/satellite dishes must be removed. This includes the cables, posts, poles, base, bricks, etc.
- Remove all personal items such as dog houses, swings, BBQ's, etc.

DeLuz Family Housing reserves the right to revise these standards at any time.



Cleaning Items Checklist - You can either pay the "Move and Go" price or you can choose to clean yourself.

** ALL COST INDICATE STARTING PRICE*
*COSTS ARE SUBJECT TO CHANGE WITH NO NOTICE**

<u>Appliances:</u>		Deodorizer (Odor Removal)	\$40.00
Dishwasher	\$25.00*	Shampoo:	\$85.00
Refrigerator	\$25.00*	Mandatory Pet Flea Treatment	\$33.00
Stove/Oven	\$25.00*	Mandatory Pet Enzyme Treatment	\$65.00
<u>Personal Items:</u>		<u>Painting:</u>	
Bulk Trash Pick-Up (per truckload)	\$45.00*	Accent Wall:	\$100.00
<u>Waste Management Bins</u>		Touch Up:	\$75.00
Trash Bin	\$25.00*	Front Door:	\$25.00
Recycle Bin	\$25.00*	CENTRAL:	
<i>Any items left in bins will result in a bulk trash pick-up charge as well as cleaning.</i>		Garage Floor:	\$80.00
<u>Yard/Porch:</u>		2 bedroom:	
Mow	\$50.00*	Partial:	\$150.00
Pet Waste	\$30.00*	Full (excluding ceilings):	\$200.00
Fill Holes	\$35.00*	Ceilings	\$100.00
Pressure Wash	\$75.00*	3 bedroom:	
<u>Services:</u>		Partial:	\$200.00
Satellite Dish	\$25.00*	Full (excluding ceilings):	\$250.00
Equipment Removal	\$25.00*	Ceilings	\$150.00
Water Softener Treatment -		4 bedroom:	
Equipment Service Call	\$25.00*	Partial:	\$250.00
<i>*DeLuz Family Housing is not liable for any damages or cost of any equipment that is left in the home at the Final Inspection.</i>		Full (excluding ceilings):	\$300.00
<u>Flooring:</u>		Ceilings	\$200.00
Rx20	\$65.00	SOUTH:	
Bleach Spot	\$10.00	Garage:	
Color Stain	\$10.00	Garage Floor:	
		\$80.00	
		2 bedroom:	
		Partial:	\$150.00
		Full (excluding ceilings):	\$200.00
		Ceilings	\$100.00



3 bedroom:

Partial:	\$200.00
Full (excluding ceilings):	\$250.00
Ceilings	\$150.00

4 bedroom:

Partial:	\$250.00
Full (excluding ceilings):	\$300.00
Ceilings	\$200.00

NORTH:

Garage: \$250.00

Garage Floor: \$120.00

3 bedroom:

Partial:	\$200.00
Full (excluding ceilings):	\$250.00
Ceilings	\$150.00

4 bedroom:

Partial:	\$250.00
Full (excluding ceilings):	\$300.00
Ceilings	\$200.00

**Move and Go Option
Cleaning Prices**
(includes wipe down of painted surfaces)
\$325.00

Move & Go Cleaning **DOES NOT** include:

- Removal of personal items or trash
- Backyard maintenance (mow/pet waste/holes)
- Exterior areas



ONE MISSION. ONE COMMUNITY.

Move Out Damage Charges

all costs are subject to change without notice

all costs are stating out prices

Blinds:

12 x 72"	\$4.91
23 x 36"	\$6.04
23x 36"	\$21.99
24 x 72"	\$9.32
30 X 48"	\$7.07
35 x 48"	\$8.20
46.5 x 48"	\$10.88
47 x 60"	\$15.20
48 x 64"	\$9.15
54 X 64"	\$18.13
58.5 x 48"	\$13.99
59 x 60"	\$17.53
59 x 64"	\$19.00
70 1/2 x 48"	\$16.68
70 x 64"	\$23.58
71 x 60"	\$21.59
Vertical Head Rail 78"	\$18.65
Vertical Slats (per slat)	\$1.23
Rod/Wand	no charge

Locks:

Lock Change per Core	\$50.00
Mailbox core change	\$50.00
Garage Door Lock (Central)	\$50.00
Garage remote	\$30.00
Padlock removal	\$25.00
House/Mailbox Key	\$5.00

Screening:

Small - up to 12 width"	\$15.00
Medium - up to 24 width"	\$20.00
Large- Over 24 width"	\$25.00

Flooring:

6 Planks or Less	\$110.00
Patch (Vinyl or Carpet)	\$110.00
Baseboard (per location)	\$10.00

Appliances/Fixtures:

Need to provide model/brand information to MD for pricing	
Crisper/Meat Drawer	TBD
Refrigerator Door Rack	TBD

Doors/Cabinets:

36"	\$39.96
32"	\$36.72
30"	\$33.70
28"	\$33.70
24"	\$31.59
Front Screen/Storm Door	\$104.76
Front Entrance Door	\$224.64
Garage Pedestrian Door	\$236.52
Front Screen Door handle	\$7.56
Screen Door closure	\$7.02
Front Door Knob	\$37.00
Sliding Door Handle	\$28.11
Bedroom Door Knob	\$9.43
Bathroom Door Knob	\$11.24
Garage Door (North/Central)	MGMT Review
South Garage (w/ install)	\$560.00
Sliding Patio Screen	\$75.32
Weather Strip (7ft)	\$7.00
Medicine Cabinet	\$44.49

Plumbing:

Kitchen Faucet	\$60.24
Kitchen Pull-Out Faucet	\$80.00
Bath Faucet	\$36.15
Bath Sink	\$33.64
Towel bar	\$11.34
Tub Spout-Diverter	\$5.02
Shower Head	\$7.42
Toilet Tank	\$43.19
Round Toilet Bowl	\$56.25
Elongated Toilet Bowl	\$75.33
Round Toilet Seat	\$12.04
Elongated Toilet Seat	\$20.08
Tub stopper	\$9.13
Laundry Room Faucet	\$24.60
Aerator	\$1.50
Kitchen Sink Strainers	\$1.50
Disposal Stoppers	\$1.90
Toilet Handle	\$2.60
Toilet Paper Holder	\$5.11
Washer Water Hose Caps	\$1.50



Electrical:

Damaged AC wires	\$45.00
AC Condenser (w/ labor)	\$975.00
CO2 Alarms	\$38.00
Smoke Alarms	\$24.00
Remote-Fan	\$41.00
Extension Cord	\$30.00
52" Ceiling Fan – North (upgrades Living)	\$24.00
52" Ceiling Fan - White	\$41.00
42" Ceiling Fan - (3 lights)	\$172.00
School house globe (<i>large - hall/laundry</i>)	\$12.00
School house globe (<i>small-ceiling fan</i>)	\$8.00
Wall Sconce	\$22.00
Circle light cover (11" Drum)	\$38.00
Fluorescent light cover (2tubes)	\$15.00
Fluorescent light cover (4 tubes): Lens that wraps around fixture (Central and South)	\$40.00
Kitchen light panel cover: Lens that wraps around fixture (Central and South)	\$8.00
Kitchen - Under Cabinet Light cover	\$7.00
Kitchen - Under Cabinet Fixture	\$24.00
Single Switch Plate	\$1.00
Double Switch Plate	\$1.00
triple switch plate	\$1.00
Outlet Plate	\$1.00
Cable Plate	\$2.00
Phone Plate	\$1.00
Blank Plate	\$1.00

Miscellaneous:

Fence Damage (per location)	\$35.00
Windows – Over 12'	\$300.00
Windows – 12' or Smaller	\$225.00
Wall Repair – Tennis Ball to 1 sq ft.	\$25.00
Wall Repair – Over 1 sq ft.	TBD MGMT