

Elevate Property Management

Move Out Process & Menu of Estimated Charges

We appreciate you choosing Elevate Property Management as your home! We appreciate you and wish you the best in your new home. To ensure a smooth transition and maximize your security deposit refund, please follow the steps below when preparing to move out.

1. Ensure Property Move Out Notice is Provided

- Refer to your lease agreement for the required notice period (typically 60 days).
- Submit your move out notice via your RentVine Tenant Portal. This can be found on the Summary/Main page of your portal under the “Lease Details” section. Simply click the “Move Out Notice” green button.
- Confirm your lease-end date and any remaining obligations.

2. Schedule a Pre-Move-Out Inspection (Optional)

- You may request an inspection prior to move-out to understand potential charges.
- This allows time for corrections to minimize deductions from your security deposit.
- If you would like to request a pre-move-out inspection, please submit this request at least 45 days prior to your move out date to allow ample time for scheduling and any corrections that may need to be done.

3. Prepare for Move-Out

- Remove all personal belongings and trash from the unit. Don't forget tops of closets, attic, any exterior storage, garage, etc.

- Clean thoroughly, including:
 - Floors, walls, window ledges, and baseboards
 - Kitchen appliances (inside/out)
 - Bathrooms (toilets, tubs, sinks, and mirrors)
 - Cabinets (wipe out all drawers and cabinets) and closets
 - Windows and blinds
 - Light fixtures and ceiling fans
- Per the lease agreement, professional carpet cleaning is required. Please provide a receipt or we will arrange service and deduct from your deposit.

4. Repairs & Maintenance

- Address any minor damages such as:
 - Holes in walls larger than a reasonable amount of nail holes (patch and paint if necessary)
 - Stains on flooring
 - Broken blinds, light fixtures, or hardware
- Charges may apply for damage exceeding normal wear and tear.

5. Utilities & Accounts

- Contact your utility providers to schedule service disconnection on your move-out date.

6. Key & Access Return

- Leave all remotes and all but 1 key on the kitchen countertop. Place one key in a secure location near the front door. Email a photo of the location of the key to gisela@elevatepropertymanagement.net by midnight of your move out date.
- Lock all windows and doors! Do not engage the keyless door lock when leaving through the garage. If we are unable to access the property, you will be responsible for lock replacement costs.

7. Security Deposit Refund

- Your security deposit will be processed within 30 days after move-out.

- Any deductions will be itemized and sent via email.
- All refunds will be returned via ACH deposit into your checking account. Please ensure you have a saved payment source in your tenant portal for this deposit to be applied.

Need Assistance?

If you have any questions, please contact us at **817-768-9798** or **gisela@elevatepropertymanagement.net**. We appreciate your residency and wish you the best in your next home!



Estimated Move-Out Charges – Elevate Property Management

Effective January 2025

Below is a list of estimated charges for common move-out costs. These fees are based on excessive wear, damage, or failure to return the unit in proper condition. *Actual charges may vary based on the extent of work required.*

General Cleaning & Repairs

- **Standard Cleaning Fee:** \$400 (if unit is not returned in clean condition)
- **Excessive Cleaning Fee:** \$550+ dependent on severity
- **Wall Damage (Small Patching & Paint):** \$125+ per repair dependent on size
- **Blind Replacement:** \$125+ per blind, depending on size and type.
- **Carpet Cleaning:** \$350+ dependent on the size of the property and number and severity of stains

Keys, Locks & Access Devices

- **Lost Key Fee/Remote:** \$75 per key/remote
- **Lock Change Fee:** \$150

Trash & Abandoned Items

- **Trash Removal:** \$500/truck load. Additional charges for hazardous materials or special disposal items such as tires, appliances, motor oil, etc.

Other Damages & Fees

- **Smoke Odor Treatment:** \$1000+ for ozone machine, repainting, duct cleaning, etc.
- **Pest Control (if required due to tenant neglect):** \$300+ dependent on type and number of treatments required
- **Unauthorized Paint Repainting:** Cost charged by vendor to repaint
- **Broken Light Fixture Replacement:** Cost of replacement

- **Broken Appliance Repair/Replacement:** Cost of repair or replacement

Final Notes

- **Normal wear and tear will not be charged.**
- Charges are **estimated** and may vary based on actual damage and required repairs.
- Your **security deposit will be processed within 30 days** after move-out, with an itemized statement for any deductions sent via email.

For questions, contact us at **817-768-9798** or **gisela@rentelevate.com**

Thank you for being a valued resident! We wish you all the best in your next home.



ELEVATE