



# Move out Guide

**Your lease ends  
on August 5th at  
12PM EST.**

Keep in mind that you are financially responsible for your unit up until this point. You may turn in your keys early but you are still responsible for your unit until this date.

Your key must be turned in to the office prior to 12PM on August 5th or July 31st, depending on your lease end date. Turning in keys later than 12PM will incur a late fee of **\$100** per person per day.

# Expectations

There are a few things that should be in order by the time you turn in your keys and your lease is up.

- All outstanding balances should be paid in full
- Everything you brought into the unit should be removed from it
- The entire unit should be clean

Talk to your roommates about when everyone plans on moving out so that everyone knows what needs to be done before they leave. Ensure that any damages to the common areas are addressed such as wall holes. **All damages to the unit are split up amongst the residents of the unit unless we receive a notice in writing that one resident will take over certain damages.** If you have an assigned bedroom in a roommate matched lease, you will be solely responsible for damages to your assigned room plus a split of common area damages.

This includes damages to one person's bedroom. Since we do not assign rooms, we do not have any record of who lived in what room and we cannot charge any person solely unless they accept the charges in writing.

**Often times, fixing small things like wall holes or broken blinds will be cheaper for you to fix on your own than for us to fix it then charge you.** This is due to materials and labor costs. If you have any questions about whether or not you may be charged for something, feel free to email the office with photos or videos at [info@jacksonpropertiesinc.com](mailto:info@jacksonpropertiesinc.com).

**Your house, apartment, townhome should look like it did when you moved in.**

**Clean and empty.**

# Can I fix it?

There are certain things in your home that you are welcome and encouraged to fix on your own as it will save you money vs us fixing it and billing you. Here are some examples...

## Common Area

- Replace broken appliance parts by looking at model and unit #
- Spackle any drywall holes
- Purchase and hang new blinds if broken
- Repaint walls to original color (if painted)

## Bed/Bathrooms

- Tighten a loose toilet seat or replace
- Replace a broken or missing shower rod
- Replace a broken or missing toilet paper holder/rod
- Replace a broken or missing towel rod
- Replace broken light bulbs

Take a look at the detailed charge list in this document to see what other things you could fix/remedy on your own.

If there is anything you aren't sure about fixing on your own, feel free to contact the office.

**Call, text, or email us anytime with any questions!** And a leasing agent will tell you if you are good to go on fixing it! We can also steer you in the right direction for replacing things like fridge parts.

**Call or text:  
(850)-894-7368**  
**info@jacksonpropertiesinc.com**



# Cleaning Checklist

## Kitchen

- \_\_\_\_\_ Countertops/sinks wiped down & cleaned
- \_\_\_\_\_ Stovetop/drip pans cleaned & free of debris (Lift stove top & clean)
- \_\_\_\_\_ Oven emptied & cleaned
- \_\_\_\_\_ Refrigerator/freezer emptied, cleaned & odor free
- \_\_\_\_\_ Cabinets/drawers cleaned & emptied
- \_\_\_\_\_ Vinyl floor mopped & free of dirt/scuff marks
- \_\_\_\_\_ Carpets clean & vacuumed
- \_\_\_\_\_ Remove all garbage & personal belongings
- \_\_\_\_\_ Walls are original paint color

## Common Area

**Laundry Room**  
**Living Room**  
**Dining Room**

- \_\_\_\_\_ Walls and baseboards cleaned & free of dirt
- \_\_\_\_\_ Vinyl floor mopped & free of dirt/scuff marks
- \_\_\_\_\_ Carpets clean & vacuumed
- \_\_\_\_\_ Smoke detectors attached & operable
- \_\_\_\_\_ Blinds/windows/patio doors cleaned & operable
- \_\_\_\_\_ Screens undamaged & properly attached
- \_\_\_\_\_ Remove all garbage & personal belongings
- \_\_\_\_\_ Walls are original paint color

## Bathrooms

- \_\_\_\_\_ Remove all garbage & personal belongings (This includes shower curtains/rings)
- \_\_\_\_\_ Cabinets cleaned & emptied
- \_\_\_\_\_ Vinyl floor mopped & free of dirt/scuff marks
- \_\_\_\_\_ Countertops/sinks wiped down & cleaned
- \_\_\_\_\_ Mirrors wiped down & cleaned
- \_\_\_\_\_ Tub/shower wiped down & cleaned (All stains/soap marks must be removed)
- \_\_\_\_\_ Toilet wiped down & cleaned
- \_\_\_\_\_ Walls are original paint color

## Bedrooms

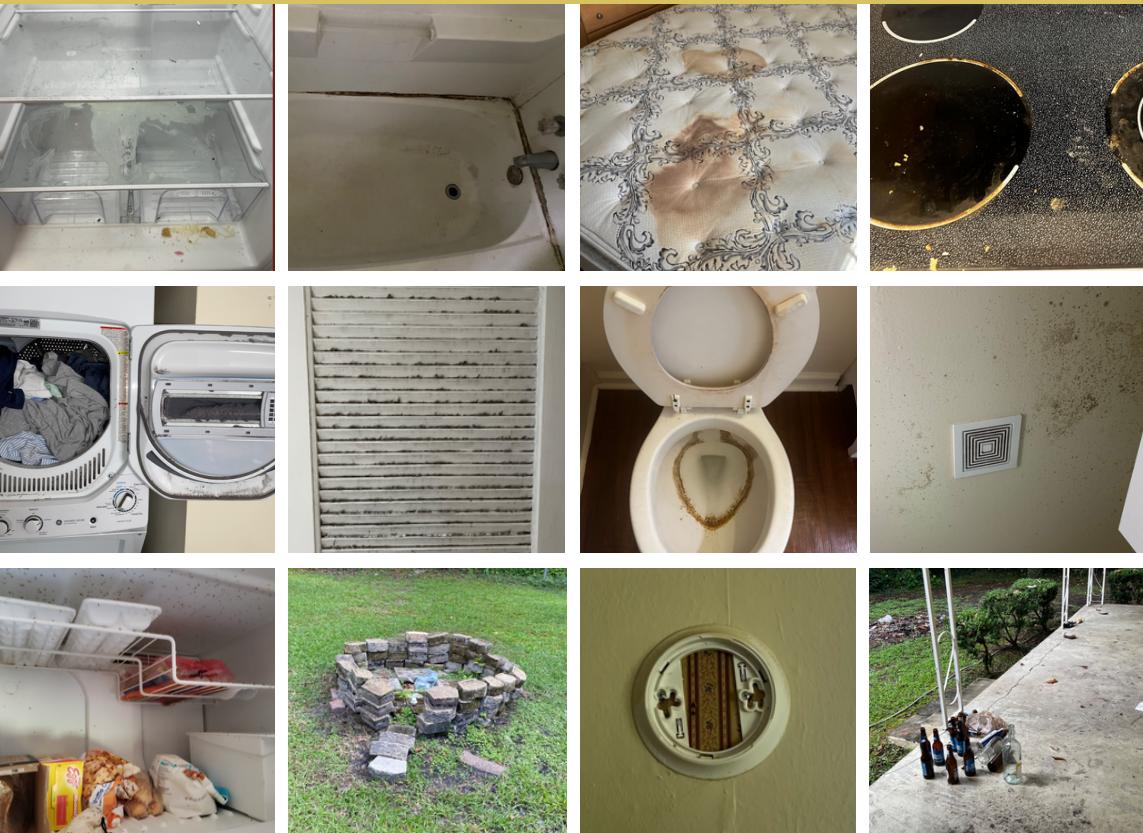
- \_\_\_\_\_ Remove all garbage & personal belongings
- \_\_\_\_\_ Vinyl floor mopped & free of dirt/scuff marks
- \_\_\_\_\_ Carpets clean & vacuumed
- \_\_\_\_\_ Walls cleaned & free of dirt
- \_\_\_\_\_ Blinds/windows cleaned & operable
- \_\_\_\_\_ Screen undamaged & properly attached
- \_\_\_\_\_ Smoke detector attached & operable
- \_\_\_\_\_ Walls are original paint color

## Outdoor Area

**Backyard**  
**Front Yard**  
**Balcony**

- \_\_\_\_\_ Remove all garbage & personal belongings
- \_\_\_\_\_ Trash should be at edge of curb or in dumpster
- \_\_\_\_\_ Any fire pits, flower pots, patio furniture, etc should be removed.

# Examples of Charges



Here are a few examples of things that could lead to post move out charges. Every piece of food, trash, and belongings need to be removed from your unit and everything you are leaving in the unit needs to be clean. We do not expect your unit to look like a professional cleaning crew cleaned it, but simply vacuuming and wiping down a few surfaces is not enough.

We know it can be frustrating when roommates move out early and leave behind their stuff and their mess. Unfortunately, it is in your best interest to clean up after them, as any mess or damage in the unit will be split amongst all residents unless the roommate that caused it reaches out in writing.

# Damages Charge List

<b>Abandoned Property</b>	<b>Price</b>
Entire house left	\$375 per hour (min 2 hours)
Small, medium, large, x-large item	\$55, \$70, \$100, \$130
Abandoned Property (Per Bag)	\$55.00
Removal of Abandoned Property (per room)	\$250.00

<b>Door Damage</b>	<b>Price</b>
Interior Door	\$580.00
Exterior Door	\$980.00
Closet door 6 panel - double	\$490.00
Repair door damage	\$95.00
Repair sliding glass door	At Cost Labor & Materials
Re-install Doors (labor only)	\$125.00
Closet door - bifold with slats	\$200.00
Door Splitting only	\$95.00
Door patch	\$120.00
Door Frame	\$250.00

<b>Light Fixture</b>	<b>At Cost Labor &amp; Materials</b>
Bathroom toilet paper holder	\$50.00
Bathroom toilet paper roller	\$5.00
Bathroom toilet seats	\$50.00
Towel Rack	\$95.00
Garbage Disposal	\$225.00
Kitchen Faucet	\$400+
Bathroom Faucet	\$300.00
Faucet Sprayer	\$150.00
Shower head	\$95.00
Shower Rod	\$50.00
Toilet lid/tank	\$295+
Closet Shelf	\$75+

<b>Windows and Coverings</b>	<b>Price</b>
Blinds	\$105.00
Vertical Blinds Slats (Single) 1-3	\$30+
Full Vertical Blinds System	\$110+
Window pane (single)	\$220+
replace window	At Cost Labor & Materials
Screens - Apartments (Per screen)	\$125+
Screens - Houses (Per Screen)	\$150+

<b>Furniture Replacement</b>	<b>Price</b>
Dining	\$400-700
Living Room Couch Sets	\$700-1500
Nightstand	\$150-250
Bedframe	\$125.00
Mattress	\$225-500
Box Spring	\$250.00
Chest of Drawers	\$300-600
Coffee Table & End Tables	\$500+

\*Prices are subject to change and are distributed at the discretion of the property owner. Costs include labor. Standard cleaning is covered by a fee as stated in lease.

# FAQs

## **How should I proceed if my roommates are coming back next year, or if I want to move out before my other roommates plan their move out?**

You don't have to wait for everyone to move out at the same time. However, we will inspect the entire unit for damages and cleaning. We will inspect everything in your unit not just your bedroom, and the common areas must be clean and in good condition at the current time of your move out.

## **My roommate damaged something. How can I make sure I am not charged?**

Keep in mind that, unless you have a roommate matched lease at University Center, the entire unit will be assessed as a common area. Since we do not assign bedrooms, damages from the entire unit will be split amongst each tenant. If your roommate damaged something, urge them to reach out to us over email to take responsibility for the charges. This is the only way to make sure you won't be charged.

## **Can I move out late?**

No. Please plan ahead. According to your lease, anyone who is not moved out by August 5th, or July 31<sup>st</sup> depending on lease, 2025 at 12pm will be given a charge unless they renewed or signed a transfer lease.

## **Can I move out early?**

Yes! You may choose to move out any time before your lease expires. Moving out before the ending date of your lease does not cancel, nullify, terminate or otherwise modify your lease. You are still responsible for your contract in its entirety, rent charges or any possible additional fees even after you turn in keys. Your utilities must remain on for the duration of the lease.

## **What if I never turned in the existing damages form?**

Unfortunately, we will not know if anything was damaged when you moved in. We encouraged the importance of this when you moved in. These forms are due 7 days after move in so that you have time to assess the unit. Therefore, we will inspect your apartment and charges will be assessed accordingly based on our inspection records.

## **Can I mail in my keys to the office?**

Yes, you may mail your keys to the office but they must arrive to us before the move out time. Please account for shipping and handling time. Mail to 1341 Jackson Bluff Rd, Tallahassee, FL, 32304

## **What do I do if I am transferring?**

The office will be in direct contact with you about your transfer date. You will be given a 24 hour period with both sets of keys to your new and old unit to move in/out. This is based off when the unit you are moving into becomes ready, so we cannot process requests. Please do not come to the office to transfer unless we have contacted you directly to do so.