



Transfer Guide

Your transfer date will be confirmed by a leasing agent.

Thanks for staying with us! We're excited to have you transfer to another Jackson Properties home! Your transfer date and instructions will be provided by our team once everything with your new unit is ready.

You will have 24 hours to move everything from your old unit into your new unit.

JACKSON PROPERTIES
PREMIER STUDENT HOUSING

Transferring 101

We make transferring units as easy as possible.

A leasing agent will be reaching out to you to notify you of your transfer date. This will be based on the availability of your new home. You will stay in your current unit until your transfer date even if that is past your lease end date.

On your transfer day, you will come to the office and we will give you the keys to your new unit and go over all existing damages and ongoing maintenance like you are moving in for the first time. You will have 24 hours with both sets of keys (your old unit and new unit) to move all of your belongings over. You will also fill out an inspection form for your new unit.

Your old unit should be completely empty and clean by the time you give us the keys after your 24 hour period. Don't wait until you get your new keys to start cleaning and packing up. Check out the following pages of this document for a cleaning check list and examples of damages you could be charged for at move out. Keep in mind that it is usually going to be cheaper for you to fix damages in your unit than for us to fix them and bill you. Feel free to call or email the office with any questions regarding this.

Please remember that utility accounts do not automatically transfer between properties. Contact your utility providers in advance to disconnect service at your current residence and establish service at your new one. Be sure to update your mailing address with the post office, your bank, employer, subscriptions, and any other important services. If you have a personal internet account, contact your provider to arrange a transfer or cancellation.

Your initial deposit and fees you paid at move in is transferring with you, so you will not be receiving a financial breakdown or getting your deposit back until you are officially moving out with JP.

We appreciate you for staying with us for another year! We are excited to get you into your new home!

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)
- Replace broken/missing lights and put light fixtures back (if removed)

Bed/Bathrooms

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

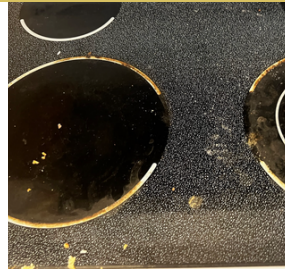
- _____ Remove all garbage & personal belongings
- _____ Vinyl floor mopped & free of dirt/scuff marks
- _____ Carpets clean & vacuumed
- _____ Walls cleaned & free of dirt
- _____ Blinds/windows cleaned & operable
- _____ Screen undamaged & properly attached
- _____ Smoke detector attached & operable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

Abandoned Property	Price
Entire House Left	\$375/hr (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
Appliance Parts	Price
Butter Dish/Door	\$150
Crisper Drawers x 2	\$345
Crisper Drawers x1	\$275
Dishwasher Racks (TOP & BOTTOM)	\$320
Fridge Door Shelf (1 SHELF)	\$167
Fridge Handles	\$175
Fridge Seals	\$156
Fridge Gasket - Seal Around	\$315
Microwave Handle End Caps	\$341
Microwave Handle	\$410
Appliances	Price
Fridge	\$1,099
Fridge with Ice Maker	\$1,130
Dishwasher	\$758
Stove	\$1,049
Microwave	\$476
Stackable	\$1,438
Washer	\$600
Dryer	\$600
Extra Cleaning	Price
Cleaning for 1 hour	\$125
Cleaning for 3 hours (Includes Floors)	\$320
Deodorizing	\$225-300
Air Duct Cleaning	\$1,250+
Mildew Removal	\$125+
Carpet Cleaning (Per Room)	\$120
Caulk Removal in Tub	\$150
Appliance Cleaning (Per)	\$50-250 each

Tub/Shower	\$85
Toilet	\$30
Door Damage	Price
Interior Door	\$580
Exterior Door	\$980
Double Closet Door (6-Panel)	\$490
Repair Door Damage	\$95
Repair Sliding Glass Door	At Cost Labor & Materials
Re-Install Doors (Labor Only)	\$125
Closet Door (Bifold With Slats)	\$200
Door Splitting	\$95
Door Patch	\$120
Door Frame	\$250
Flooring	Price
Bedroom Carpet Replacement	\$395+
Deodorize Carpet	\$130
Carpet Stain Removal	\$130
Carpet Repair (Fist Size Patch)	\$130
Wall Damage	Price
Holes - 1/4" Size	\$45
Holes - Quarter Size	\$95
Hole - Fist Size	\$125
Hole - Larger Than Fist	\$325+
TV Mount Removal + Patch	\$125
Keys & Locks	Price
Installing Bedroom Lock	\$125
Locks	\$50
Replace/Lost Key	\$125
Misc and Missing/Replacement	Price
Light Bulbs (Per Bulb)	\$6
Outside Flood Lights	\$30
Outlet Covers	\$6
Pull Fan Cords	\$30
Install Smoke Detectors	\$175

Fire Extinguisher	\$150
Broken Kitchen or Bathroom Cabinet	At Cost Labor & Materials
Broken Fan	\$375
Light Fixture	At Cost Labor & Materials
Bathroom Toilet Paper Holder	\$50
Bathroom Toilet Paper Roller	\$5
Bathroom Toilet Seat	\$50
Towel Rack	\$95
Garbage Disposal	\$225
Kitchen Faucet	\$400+
Bathroom Faucet	\$300
Faucet Sprayer	\$150
Showerhead	\$95
Shower Rod	\$50
Toilet lid/tank	\$295+
Closet Shelf	\$75+
Windows and Coverings	Price
Blinds	\$105
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+
Furniture Replacement	Price
Dining	\$400-700
Living Room Couch Sets	\$700-1,500
Nightstand	\$150-250
Bedframe	\$125
Mattress	\$225-500
Box Spring	\$250
Chest of Drawers	\$300-600
Coffee Table & End Tables	\$500+

After Hours Transfer

So you're moving in after hours—no problem! Just know this comes with a few extra steps. **After hours includes any move in after 5PM, any move in when our office is closed, or any time outside your assigned move-in window.** Basically, if we're not there in person, this section applies to you.

Before you get access...

Before we hand over the keys (or in this case, the lockbox code), we need to make sure everything on your end is squared away.

You must have:

- All rent and required payments posted before our office closes
- Your Guarantee of Lease form signed and submitted
- Last Month's Rent, if it applies to your lease

We will not release your lockbox code if everything is not taken care of.

We'll install a lockbox at your front door. You'll get a video text message from our team with your lockbox code and a quick walkthrough of the unit. Move ins after 5pm will receive codes at 5pm, move in before 10am will receive codes at 6am.

Your home has been painted and cleaned and all pre-existing damages will be addressed in your move in video, since we would do the same if you came to the office

A few things to keep in mind...

Firstly, after hours move ins are approved and given out on a case by case basis. Our office is open from 12pm-5pm every day from August 1st to August 20th, then we resume regular business hours. If you are able to come by our office at any time during those hours, you do not need an after hours move in.

- The only after hours maintenance issue considered an *emergency* is a sewage backup. Otherwise all maintenance issues will be handled when the office is open or after submitting your move in maintenance requests.
- Make sure to look over the rest of this packet for everything else that needs to be handled for move in.
- After hours move in codes will only be sent out at 5pm for day of, or 6am for day after.
- We will not send move in codes the night prior for early AM move ins.
- Your home will have been painted and cleaned and all existing damages will be addressed in your move in video.

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 apartment 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 the move out date stated on their lease at 12pm will be given a charge.

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.

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.

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.

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.