



Move Out Guarantor Guide

**The lease ends
at 12PM EST on
the lease's end
date.**

This guide outlines important deadlines and responsibilities so there are no surprises at the end of the lease term.

Please keep in mind that residents remain financially responsible for the unit through the end of their lease, even if they move out or return their keys early. All keys must be returned to the office by 12:00 PM on the lease end date. Keys returned after 12:00 PM will result in a late key return fee of **\$100** per person, per day.

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Things To Know

As move out approaches, there are several important items residents are responsible for completing before their lease ends and keys are returned.

Before move out, residents should:

- Pay all outstanding balances in full
- Remove all personal belongings and thoroughly clean the entire unit
- Return all keys by the lease end date and time

If the resident lives with roommates, encourage them to communicate early about move out plans and responsibilities. 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.**

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.

The only exception is for individual leases: if the resident has an assigned bedroom in a roommate matched lease, they will be solely responsible for damages in their assigned room plus a split of any common area damages.

Often times, fixing small things like wall holes or broken blinds will be cheaper to fix on your own rather 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.

The house, apartment, townhome should look like it did on move in day.

Clean and empty.

Should I Fix It?

If the resident caused some minor damages, there are certain things that you are welcome and encouraged to repair 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 guide to see what other things you could fix/remedy on your own.

If there is anything the resident isn't sure about fixing on their own, feel free to contact the office.

Call, text, or email us anytime with any questions, and a leasing agent will say if they are good to go on fixing it! We can also steer them 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 the unit and everything left in the unit needs to be clean.

We understand that roommate situations can be challenging, especially when one resident moves out early and leaves behind belongings or damage. Charges related to cleaning or damages within the unit are divided among all residents unless the responsible resident accepts the charges in writing.

Encouraging the resident to coordinate with roommates before move out can help prevent unexpected charges for everyone.

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
Full Dryer Vent	\$50
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	\$1250+
Mildew Removal	\$125+
Carpet Cleaning (Per Room)	\$120
Caulk Removal in Tub	\$150

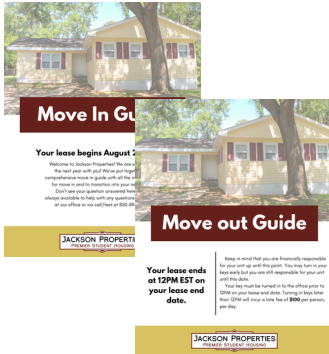
Appliance Cleaning (Per)	\$50-250 each
Tub/Shower	\$85
Toilet	\$30
Door Damage	Price
Interior Door	\$580
Exterior Door	\$980
Double Closet Door (6- Panel)	\$490
Repair Door Damage	\$95
Repair Sliding Glass Door	At Cost Labor & Materials
Re-Install Doors (Labor Only)	\$125
Closet Door (Bifold With Slats)	\$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
Repainting	\$550 per wall
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
Broken Vanity	\$550
Bathroom Toilet Paper Holder	\$50
Bathroom Toilet Paper Roller	\$5
Bathroom Toilet Seat	\$50
Towel Rack	\$95
Garbage Disposal Replacement	\$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+
Exterior Damage	Price
Fire Pit Removal	\$750
Sod Replacement	\$250 min

Tenant Communications

We regularly communicate with our residents about office events, expectations, cleaning tips, and more via text and email. Explore some of the things we send out to our residents.



Move In & Move Out Guides

These guides are sent before residents move in or out, respectively. They thoroughly outline how to have a smooth moving process as well as our expectations for all residents. We highly recommend guarantors to look over these documents as well, especially if you are helping the resident move.

[Move In Guide](#)

[Move Out Guide](#)

Maintenance Tips with JP

Each week we send out a new maintenance tip or tutorial video to every resident. These videos share cleaning tips and other tutorials to help residents learn to wholly maintain their home and avoid unnecessary maintenance charges.

[Explore the Playlist](#)



Proper Care Flyers

We hang flyers in every unit before move in explaining how to properly care for the home. These are readily available to reference online.

[See Flyers Here](#)



Office Info

Office Hours

Monday-Friday: 10am - 5pm
Saturday: 12pm - 5pm
Sunday: Closed
Closed for FSU Home Games

Address

1341 Jackson Bluff Rd
Tallahassee, Florida
32304

Contact

850-894-7368
info@jacksonpropertiesinc.com
Or in person!

Emergency Contact

Elizabeth Rosario
850-284-9098

*for emergency only. \$200 fine for
nuisance calls

This number is to be used for after hours emergencies only. **The only thing we will call out after hours maintenance crews for is a sewage backup.** Things like a non-functioning AC are not considered an emergency. If your emergency is threatening your safety, call 911 immediately.

We are here to answer any questions from residents and guarantors alike. You can text, call, or email us at any time with questions and our dedicated leasing agents will be in contact with you as soon as possible. To ensure issues are addressed quickly and accurately, we encourage parents and guarantors to have residents contact us directly whenever possible. Since we are not present in the home, we rely on residents to let us know when maintenance concerns or other issues arise so we can provide the best assistance.

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Explore our Relocation Guide

Get to know Jackson Properties, the Tallahassee area, and our community!



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FAQs

When will the final move out statement be available?

Final statements are mailed or emailed within 30 days after the lease end date to the first resident listed on the lease. Guarantors may request a copy via email.

What is considered normal wear and tear?

Normal wear and tear is expected from every day use. Any excessive dirt, stains, wall damage, broken blinds, unauthorized paint, and missing items are not considered normal wear and tear and may result in charges.

If a resident moved out before their roommates, can that resident still be charged for damages?

Yes. Common area damages and cleaning charges are divided among all residents unless responsibility for the damage is accepted by another resident in writing. Residents should coordinate with roommates to ensure the unit remains in acceptable condition.

Can someone else return keys to the office for us?

Yes. A friend, family member, or roommate may return keys on the resident's behalf.

Can we mail the keys to the office?

Yes, you may mail the 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 happens if we have an unpaid balance after move out?

Any remaining balance is the responsibility of the resident and the guarantor and should be paid promptly to avoid further collection efforts.

Do utilities need to stay on until the lease ends?

Yes. Utilities should remain active through the lease end date, even if the resident moves out early.

What if we never submitted an Existing Damages Form?

The Existing Damages Form is due within seven days of move in. If it was not submitted, we may not have documentation showing the condition of the unit at move-in. Any damages found during move-out will be evaluated using our inspection records.