



Mid-Del Property Management, L.L.C.

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Lease Termination

Dear Tenant:

We have received your notice informing us of your plans to vacate your property. Please have all your cleaning completed and your keys in our office by 4pm on your final day.

We hope that you have enjoyed your home and wish you well as you relocate. It is our intention to return your entire security deposit in a timely manner.

The majority of those who lose portions of their security deposit do so because of not giving proper notice to vacate and inadequate cleaning. To avoid this, proper notification (in most cases is 60 days before the end of the lease) It is counted from the 1st day of the next month NOT mid month. Exceptions to the normal 60-days notice can be found in Delaware Landlord Tenant Code.

Return of the security deposit will occur 20 days after keys are turned in and you have vacated the property on the termination date. The tenant will be provided with an itemized list of incomplete cleaning or damages to the premises and the estimated costs for each. In order for this to occur, the tenant must provide the landlord with a forwarding address, and return all keys.

The following checklist and the attached charge list will be used to make sure the home is clean and in the proper condition so we can quickly conduct an inspection and authorize the release of your security deposit. Your Property Manager will conduct an inspection using the original Move-In Inspection Form that was provided when you moved in. We expect the premises to be in the identical condition. The Property Manager will have the final responsibility for determining "normal wear and tear" and what is the result of damage, abuse or neglect. ALL repairs or cleaning that are necessary to return the premises to identical condition as in the pre-occupancy Move In Inspection Form are the **responsibility of the Tenant**. The cost of these repairs and cleaning will be deducted from the Security Deposit or charged to you afterwards (see the attached charge list). We will seek collection for any remaining balance.

Please make sure the following are resolved and completed to avoid charges:
In order to avoid any monies being deducted from the tenants security deposit we have provided a list of items to be completed before vacating.

These items include:
(also see attached move out charges list)

1. Your security deposit may NOT be used as the last month's rent.
2. All rent and other account fees MUST be paid in full. Unpaid balances are deducted from the security deposit first.
3. The house should be thoroughly cleaned, including the inside of all cabinets and inside of the appliances. Refrigerator, stove, oven and microwave MUST be clean, defrosted and **plugged in**, running at normal settings.
 - (a) All carpeting must be vacuumed, any spots or excessively dirty carpets must be professionally shampooed with a receipt of completed job, otherwise you will be charged for carpet cleaning. Pet owners the carpets MUST be professionally shampooed. (Receipt is required).
4. The entire property must be cleaned and all trash removed. Make your final trash pick-up arrangements. **YOU WILL BE CHARGED FOR THE COST FOR THE REMOVAL OF ALL TRASH LEFT AFTER YOUR MOVE OUT DATE!**
5. Paint and Nail hole repair is always difficult for both the owner and tenant. We will only charge the tenant for excessive repairs. For example, if there are more than 4 nail holes per room or other larger holes in the walls, we must have them repaired. If you plan on doing this yourself you must have them repaired properly in a **Professional Manner**. They must be painted over with exact matching paint, if you are not capable of completing any portion of this in a professional manner, Do Not Attempt or you will be charged to fix it at a professional level.
6. ALL keys MUST BE returned to your manager on the last day. As per the Delaware Landlord Tenant Code you will be charged a per day rental amount until the keys are returned to the office.
- 7. Do not turn off any utilities without first notifying the management. This is especially necessary in the winter months. You are responsible for the utilities until the end of your lease, even if you vacate before the last day!**
8. Please keep in mind that the lawn care must continue until you vacate.

Please contact us before your final move out if you may have any questions or concerns.

Thank you for your cooperation,

Mid-Del Property Management
Michael & Richelle Blaisdell

Move-Out Charges

This is a list of the most common charges encountered when tenants move out and leave the premises in need of repair.

Please note that these charges are estimates only, actual charges will vary.

Normal wear & tear, and the remaining life of the item will be considered.

Cleaning

<input type="checkbox"/>	Whole house cleaning	\$ 120
<input type="checkbox"/>	Clean refrigerator	\$ 60
<input type="checkbox"/>	Clean stove top & inside the oven	\$ 50
<input type="checkbox"/>	Replace burner drip pans	\$ 30
<input type="checkbox"/>	Clean stove hood vent	\$ 10
<input type="checkbox"/>	Clean kitchen cabinets	\$ 40
<input type="checkbox"/>	Clean Kitchen floor (under stove/fridge)	\$ 40
<input type="checkbox"/>	Clean tub/shower and surrounding area	\$ 30
<input type="checkbox"/>	Clean toilet and sink	\$ 25
<input type="checkbox"/>	Clean bathroom cabinets and floor	\$ 30
<input type="checkbox"/>	Vacuum throughout dwelling	\$ 30
<input type="checkbox"/>	Clean greasy parking space	\$ 70
<input type="checkbox"/>	Carpet steam clean (per room)	\$ 30
<input type="checkbox"/>	Clean fireplace	\$ 20

Walls, Doors, Windows and Screens

<input type="checkbox"/>	Repair hole in wall	\$ 100
<input type="checkbox"/>	Repaint (per room) (estimate only)	\$ 300
<input type="checkbox"/>	Cover crayon or marker	\$ 30
<input type="checkbox"/>	Repair nail holes	\$ 75
<input type="checkbox"/>	Repair hole in hollow core door	\$ 100
<input type="checkbox"/>	Replace door (interior)	\$ 150
<input type="checkbox"/>	Replace door (exterior)	\$ 275
<input type="checkbox"/>	Repair forced door damage	\$ 85
<input type="checkbox"/>	Replace interior door knob	\$ 15
<input type="checkbox"/>	Rescreen sliding door screen	\$ 65
<input type="checkbox"/>	Replace sliding door screen	\$ 120
<input type="checkbox"/>	Rescreen a window screen	\$ 40
<input type="checkbox"/>	Replace a window screen	\$ 50
<input type="checkbox"/>	Replace window mini blind	\$ 20
<input type="checkbox"/>	Replace vertical blind	\$ 50
<input type="checkbox"/>	Replace window glass	\$ 185

Flooring

<input type="checkbox"/>	Remove carpet stains	\$ 90
<input type="checkbox"/>	Repair carpet (per room)	\$ 150
<input type="checkbox"/>	Repair Damaged Threshold	\$ 50
<input type="checkbox"/>	Repair hardwood flooring	\$ Est
<input type="checkbox"/>	Repair linoleum	\$ Est

Miscellaneous

<input type="checkbox"/>	Replace exterior door knob lock	\$ 50
<input type="checkbox"/>	Replace exterior door dead bolt lock	\$ 50
<input type="checkbox"/>	Replace towel bar	\$ 25
<input type="checkbox"/>	Replace refrigerator shelf or drawer	\$ 65
<input type="checkbox"/>	Remove any junk or debris	\$ 100
<input type="checkbox"/>	Replace light bulb	\$ 5
<input type="checkbox"/>	Replace shower head	\$ 25
<input type="checkbox"/>	Replace toilet seat	\$ 30
<input type="checkbox"/>	Cut grass	\$ 35
<input type="checkbox"/>	Replace garage door openers	\$ 60
<input type="checkbox"/>	Replace garbage disposal	\$ 150
<input type="checkbox"/>	Replace hood vent	\$ 65
<input type="checkbox"/>	Replace medicine cabinet	\$ 45
<input type="checkbox"/>	Replace counter top	\$ 995



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