



**BETTER HOMES & LIVING**

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## WHAT TO EXPECT

**SECURITY DEPOSIT:** To prevent any misunderstanding regarding your refund, move out instructions and procedures are enclosed.

**MOVE OUT INSPECTION:** Please call or text the office at least 5 days in advance of the exact date and time you will be completely moved out to schedule your **Move Out Inspection**.

**UTILITIES:** Please make arrangements to transfer the billing of utilities to the first business day after your **Move Out Inspection** has occurred.

**IMPORTANT:** We will NOT send people by to see the inside of your home. We will inform prospective Tenants that your home is scheduled to be available by the date you have listed above. We inform people of the address to allow them to ride by. Again, we will NOT send people over to knock on your door and see the inside of your home without your permission.

It is very important to keep your home looking its best as prospective Tenants may be riding by your home. We may also place a Yard Sign.

Thank You

~Joshua Dale  
Property Manager

**Better Home and Living**  
201 W Greenway St #175  
Derby, KS 67037  
(316) 395-5439

*P.S. I know things are getting ready to get busy, but, if you get a chance, could you please fill out the enclosed survey and return promptly as we value your comments & suggestions.*

## MOVE OUT INSTRUCTIONS & PROCEEDURES

Date Created: 5/3/24 – Date Modified: 5/3/24

1. \_\_\_ **Please phone 3 to 5 days in advance to schedule your move-out inspection.**
2. \_\_\_ All floors swept, washed, and waxed.
3. \_\_\_ All walls & ceilings dusted down & all dirt, smudges, & grease washed off.
4. \_\_\_ Wash down all baseboards, woodwork, and windowsills.
5. \_\_\_ Clean and wash all light fixtures.
6. \_\_\_ Thoroughly clean all bathroom fixtures - toilet (s), bathtub (s), showers, sinks, and cabinets.
7. \_\_\_ Clean/wash inside kitchen, removing all dirt & grease including kitchen sink & fixtures
8. \_\_\_ **Keep all utilities on** until day after your move-out inspection is complete.
9. \_\_\_ Clean behind & between stove and refrigerator area.
10. \_\_\_ Clean storage area.
11. \_\_\_ Sweep & wash hallway floors and dust hallway walls.
12. \_\_\_ Vacuum & clean carpets.
13. \_\_\_ Clean closets, shelves, & rods wiped down.
14. \_\_\_ Clean all windows, storms, screens, and return them to their proper place.
15. \_\_\_ Remove all items from attic, crawlspace, basement, yard, shed, etc.
16. \_\_\_ Lawn, driveway, garage, outbuildings, to be free of all trash, rubbish, & loose personal property
17. \_\_\_ Lawn trimmed and cut properly, including removal of leaves.
18. \_\_\_ All trash and garbage to be removed from property. **DO NOT PILE** up garbage at the curb.
19. \_\_\_ Remove all garbage from property before your inspection.
20. \_\_\_ Do not remove phone jacks, picture hooks, or curtain rods and brackets.
21. \_\_\_ All keys are to be returned as instructed.
22. \_\_\_ **LIGHT BULBS** - **ALL** light fixtures are to have working light bulbs in ALL bulb sockets.
23. \_\_\_ Smoke alarm(s) will be in working order with good battery.
24. \_\_\_ **Please phone 3 to 5 days in advance to schedule your move-out inspection.**

Any repainting, repairs cleaning, trash removal, and any other expenses associated with returning the condition of your home to your move-in condition can be deducted from your security deposit. Your security deposit will be mailed to the forwarding address you provide within 30 days after your Move-out inspection has been completed. Attached is a list of fees and charges for your information.

*We only expect you to return your home in the same condition as when you moved in.  
If you have any questions, please call or text. GOOD LUCK with your move!*

Thank you,

~Joshua Dale  
Property Manager

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## **WE VALUE YOUR COMMENTS AND OPINION**

Date Created: 7/27/11 – Date Modified: 5/3/24

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Overall experience:      Poor                  Average                  Good                  Excellent

What do you like most about your home?

What do you like least about your home?

What do you like most about our program?

What do you like least about our program?

Would you refer a good person like yourself?

Would you consider rent increases for improvements to your home?

What improvement(s) would you like most for your home?

What improvement do you feel is needs most on your home?

Please list your comments and suggestions:



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## MOVE OUT FEES

Date Created: 3/10/19 – Date Modified: 3/10/19

AIR FILTER dirty or missing air filter	\$25.00 each
ANTENNAE – roof antennae unauthorized, removal and sealing roof	\$125.00 each
Automobile, vehicle, trailer left on premises – removal charge	\$300.00 each
CARPET – Replacement	\$40.00 yd. (9 sq. ft.)
CARPET Cleaning	\$150.00 per room
CEILING FAN – replacement	\$125.00
CLEANING – if needed before ready to rent to new Tenant.	\$40.00 per man hour
COVER PLATES - electric switch and receptacle cover plates	\$5.00 each
DOOR – Exterior	\$350.00 & up
DOOR – Interior	\$125.00 & up
DOOR knobs – interior	\$25.00 each
ELECTRIC Outlets – replacement	\$25.00 each
FLOOR TILE – vinyl 12" x 12"	\$6.00 each tile
KEYS – not turned in	\$10.00 each
LAWN SERVICE -- Lawn needs cut and trimmed	\$75 & up
LG&E - (gas and electric service disconnected)	\$75.00
LIGHT BULBS – Burned out, missing	\$6.00 each bulb
LIGHT Fixtures	\$55.00 & up
LOCK - deadbolt lockset	\$65.00 each
LOCK - knob locksets	\$65.00 each
MINI Blinds – damaged or missing	\$25.00 each
NAIL HOLES larger than 1/8"	\$15.00 each
NAIL HOLES larger than 1"	\$65.00 each
PAINTING – interior	\$175.00 average room
RANGE – replacement	\$400.00 & up
REFRIGERATOR – replacement	\$500.00 & up
REPAIRS by licensed trades, electrician, plumbers, roofers, etc.	As charged + 10%
REPAIRS by non-licensed trades	\$40.00 hr. + material
SHOWER HEAD	\$25.00
SHOWER ROD	\$25.00
SMOKE ALARMS – 10yr non-removable batteries	\$75.00 each
STORM DOOR – pneumatic closure	\$25.00
STORM DOOR – replacement	\$200.00 & up
STORM DOOR – stop chain	\$25.00
THERMOSTAT – replacement	\$85.00
TOWEL BARS	\$40.00 each
TRASH -- Debris removal interior or exterior	\$350 each pickup truck load
WATER - utility water service disconnected	\$75.00
WINDOW GLASS – Cracked or Broken Glass	\$55.00 each
WINDOW replacement	\$250.00 and up
WINDOW SCREENS	\$45.00 each

DEDUCTIONS are made from your security deposit only for just causes. Such charges include, but are not limited to, any replacement of damaged or missing fixtures, appliance parts or other items furnished to Tenants. Labor charges include installation, cleaning, patching, sanding, etc., including the cost of cleansers. If you do not clean or repair the damaged or soiled items prior to moving out, charges will be deducted from your security deposit based on the above schedule. Items not on the list will be charged on a “cost plus labor” basis.

Thank you,

~Joshua Dale  
Property Manager

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