

CIRCA PROPERTIES, LLC MOVE OUT POLICY

End of Lease Term / Move-Out Day: Since units are leased back to back, the entire unit **must** be vacated no later than **12 noon** on the last day of your lease. Hold over tenancy will result in a minimum charge of double rent, plus cost of putting the new resident up in a hotel and any other charges we may incur. If you move out without paying rent in full for the entire lease term, you will be liable for all rent owed at the time and as it becomes due under the terms of your lease AND you agree to be liable for repayment of any rent concession (if any) that was given to you. The Move-Out Policy continues to be in effect if the Lease is renewed, extended, modified, released, or surrendered.

Repairs and/or Damage: Unless authorized by us in writing, you must not perform any repairs or alterations, painting, wallpapering, carpeting, electrical changes, or otherwise alter our property. No holes or stickers are allowed inside or outside the apartment, however, we'll permit a reasonable number of small nail holes for hanging pictures on drywall walls. Remove the nails but do not spackle unless you are experienced; if we have to sand and re-spackle holes you have attempted to cover, it may cost you more than leaving holes unspackled. Holes requiring drywall patches and/or reinforcement can cost over \$80 each to repair. We will charge for any damage to the flooring that reduces the floor life. Any improvements to the apartment (whether or not we consent) must be reverted back before moving out unless we agree to the contrary in writing, or we will charge for the cost to return the apartment to its original state plus 15% for administrative overhead.

Cleaning: The following is a list of cleaning steps you should do to return your apartment to ready to rent condition.

1. Kitchen: clean oven and refrigerator inside, outside, behind, and all racks; all knobs, switches, burner pans, rings and underneath. Ensure oven is turned off before leaving! Clean walls and remove any food and grease splatters. Clean interior and exterior of cabinets & counters and remove all films and crumbs. Clean dishwasher inside and out, cycle with 1 cup bleach followed by vinegar for stains.
2. Bathrooms: Clean all fixtures: sink, tub, tiles, and toilet, leaving them free of mildew and soap film. Tilex, Mr. Clean Multi-Purpose Cleaner, and X-14 work well. Do NOT use abrasive cleaners (such as Comet). Clean floors with a mop and remove hair and dirt. Remove spots/marks from mirrors and clean cabinets.
3. Bedrooms/floors: clean all soil from walls. Clean A/C intake grills, fan blades and bi-fold doors. Clean windows with glass cleaner, wipe down sills and clean blinds. Vacuum carpet and mop kitchen/bathroom floors.

Replacement/Repair Costs: Here is a list of items and the typical cost to reinstall/replace them: Light fixture: \$45, smoke detector \$40, fire extinguisher \$45 (\$11.75 to recharge), ceiling fan \$70, blind \$45, blind slat \$5/ea, drip pan \$4/ea. crisper shelf \$28, refrigerator shelf \$25, towel rack \$29, microwave handle \$26, fan globe cover \$10, door \$115, door /w jamb \$140, window screen \$20, parking medallion \$50, apartment key \$25. To avoid stove drip pan replacement charges, wrap pans in aluminum foil prior to use and remove foil prior to moving out to ensure they are still in new condition. Replacement drip pans must be GE specific parts only and may be purchased from management.

Trash/Items Removed by Us: Be sure to check all closets and cabinets and remove **all** items upon vacating. Property which remains on premises or in apartment after the end of the lease shall be considered abandoned and at our option shall become our property or be removed at your expense of \$20 per item or \$40 per piece of large furniture. There is a charge of \$10 per bag for disposal of garbage left in the apartment at the end of the lease.

Checking Out, Returning Keys and Parking Medallions: At least one resident must check out after vacating by returning all apartment keys, mailbox keys, and parking hang-tags to the office. Failure to return a parking tag is a \$50 charge, keys are \$25 each. Keys and parking tags cannot be accepted after lease end, please return them in person or mail to the office prior to that date.

Security Deposit Return: A security deposit is intended to be fully refundable as long as the apartment, when vacated at the end of the lease term, is determined to be in **ready to rent condition**. Upon vacating, we have the carpet professionally cleaned, perform a light clean of the apartment by cleaning professionals, and touch up paint, however you are responsible for additional carpet cleaning, apartment cleaning, or painting charges. In addition, the cost of replacements or repairs over and above normal wear and tear will also be deducted from the security deposit.

The security deposit minus lawful deductions will be returned to the last resident who checks out by filling out the check-out sheet in the office and providing their forwarding address. If the person filling out the check-out sheet is subletting the apartment or no check-out sheet is completed, the security deposit will be returned to the last known address of the tenant who originally submitted the security deposit check at lease signing.

Lessee #1 _____ Date ___/___/___ Lessee #3 _____ Date ___/___/___
 Lessee #2 _____ Date ___/___/___