



Housing Authority of the City of Alameda

Celebrating 70 years of serving Alameda

701 Atlantic Avenue - Alameda, California 94501-2161 - Tel: (510) 747-4300 - Fax: (510)522-7848 - TDD: (510) 522-8467

Date:

Dear Resident(s):

We have been informed that you will be leaving us in the upcoming weeks. We would like to make it as easy as possible to process your security deposit. Therefore, enclosed is general move out information.

Attached you will find a detailed list of cleaning instructions, as well as cleaning, damage and replacement costs to be used for 2010 move outs. This list was compiled to explain what is expected of you and what we will be looking at during an apartment move-out inspection. Upon moving out, all personal property will need to be removed, all residents' keys returned, a move-out walk through completed with staff and a change of address form completed. Your security deposit will be processed within twenty-one days of the termination date of your lease.

We hope that you have enjoyed your stay with us, and we wish you luck in the future.

Sincerely,

<<Manager Name>>
Housing Manager

GENERAL INFORMATION ABOUT MOVE-OUT

Remember that your lease ends at 12:00 midnight on _____. Please be sure that you have removed all of your personal items and have left the apartment in clean, damage free condition. If you have not vacated the premises by 12:00 noon on the last day of your lease, a fee will be incurred. You must have prior arrangements approved by management to extend your stay.

When you moved in, you may have completed a detailed move-in inspection checklist and were provided a copy. Once we have completed the move-out inspection of your unit, we will compare it to your move-in checklist. Any damages noted upon move-out that were not there when you moved in would be deducted from your security deposit. For your review, we have attached a list of the costs for various charges that could be assessed to your security deposit. Also, keep in mind that we will photograph your apartment during the move-out inspection.

Most common chargeable items include dirty apartments (you are responsible for thorough cleaning before you vacate), cigarette burns/holes in carpet or curtains, holes in walls or doors, unreported maintenance problems that reflect negligence, torn screens or broken windows or mirrors. Normal wear and tear to the painted surfaces and flooring is taken into account.

SOME SUGGESTIONS IN ORDER TO EXPEDITE YOUR MOVE OUT:

(To be done before checking out)

- REMOVE ALL PERSONAL BELONGINGS
- REMOVE STAPLES, TACKS, NAILS, TAPE FROM WALLS/CEILINGS
 - DO NOT ATTEMPT YOUR OWN REPAIR WORK
- LEAVE REFRIGERATOR ON – DO NOT DEFROST FREEZER
 - CLEAN THE RANGE / OVEN COMPLETELY
- BAG ALL GARBAGE IN ALL ROOMS AND TAKE OUT TO THE DUMPSTER
 - CLEAN ALL ROOMS IN THE APARTMENT THOROUGHLY

ADDITIONAL NON-CLEANING CHARGES

(To be applied only if applicable)

- LATE FEES
- OUTSTANDING INVOICES
- UNPAID RENT
- NSF CHECK FEES
- LEGAL FEES

TO HAVE YOUR MAIL AND SECURITY DEPOSIT SENT TO YOU:

(To be done before leaving apartment)

- DO WALK THROUGH INSPECTION WITH STAFF
 - RETURN ALL KEYS (Door and Mailbox)
- LEAVE A FORWARDING ADDRESS WHERE THE SECURITY DEPOSIT IS TO BE MAILED.
- COMPLETE A CHANGE OF ADDRESS FORM WITH THE POSTAL SERVICE

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
VACATE CHECK LIST

Below is a check list to help save you money. Your home should be left clean with no necessary repairs.

(CHECK AS YOU COMPLETE THEM)

LIVING ROOM

- Fingerprints, crayon marks, pencil marks, and soil have been removed from walls, woodwork, doors and lights.
- Windows, window tracks and window sills are thoroughly cleaned.
- Carpeting is vacuumed and shampooed/steam cleaned as needed to eliminate stains.
- Hardwood, linoleum or tile floors have been thoroughly cleaned.
- Nails, decals, picture hangers, etc., have been removed from the walls and closets.
- Torn or damaged screens have been replaced (for all rooms).
- Replace any damaged items such as broken outlet covers, bent curtain or traverse rods. If the doors or door moldings have been damaged since you moved in, you will be responsible for this (all rooms).
- Mini-Blinds – Are they clean / intact / not bent?

KITCHEN

- The kitchen sink and countertops are thoroughly cleaned.
- The refrigerator is thoroughly clean and empty.
- The range, burners, under the burners and oven are thoroughly cleaned. Also, the exhaust fan, exhaust screen, vent hood cover have been thoroughly cleaned.
- The cabinets are thoroughly cleaned inside and out. Any contact paper has been removed.
- The floor has been swept and thoroughly mopped.
- Windows, window tracks and window sills are thoroughly cleaned.
- The walls have been washed down as needed (no grease).
- Missing fixtures, such as cabinet knobs, have been replaced.

BATHROOM

- The sink, tub, toilet, cabinets and floors have been thoroughly cleaned.
- The towel bars and toilet paper holder are secure.
- Windows, window tracks and window sills are thoroughly cleaned.

BEDROOMS

- The carpeting/flooring is thoroughly cleaned and shampooed/steam cleaned.
- All debris has been removed (all rooms).
- Windows, window tracks and window sills are thoroughly cleaned.

EXTERIOR

- The yard is free of weeds and debris.
- All possessions have been removed from the yard.

Cleaning should be done in a thorough manner. Please be aware that furniture and other belongings may hide damage for which you may be held responsible. Any additional cleaning, fumigation or repair work that is needed will be charged to your account.

COMMENTS FROM PRE MOVE-OUT WALK THROUGH

LIVING ROOM:

KITCHEN:

BATHROOM(S):

BEDROOM(S):

EXTERIOR:

Minimum Apartment Cleaning Costs

Living Room (Includes window tracks and windows)	\$80
Entry closet	\$20
Kitchen (Includes floor, sink, cabinets) Excluding refrigerator & oven	\$172
Bedroom	\$80
Bedroom Closet	\$20
Bathroom (includes toilet, tub, tile, sinks, floor)	\$120

Rubbish

Rubbish removal is \$25 per 33-gallon bag. We do not store personal property - it will be disposed of if not removed by the resident upon move out. Personal property with a value under \$300 will be disposed of. Greater than \$300 will be stored, but could be subject to storage fees.

Key Replacement Costs

Failure to return front door keys upon move out	Medeco	\$25
	Primus	\$10
	Standard	\$5
	Mailbox	\$5
Gate Opener	Independence Plaza	\$50
	China Clipper	\$50

Electrical

Replace Light Fixture – Each	\$55
Replace Light Globe – Each	\$25
Replace / Repair Outlet or Switch	\$22
Replace Smoke Detector	\$50

Painting and Patching

Hole-through the wall board greater than 3 inches	Repair per hour per hole	\$60
	Abatement Required	\$400+
Wall damage due to tape/picture hanging	Each	\$10
Cracks in drywall	Length in inches x	\$1.00
Other small holes in drywall less than 3 inches		\$43
Painting – short wall (less than 4 feet)		\$30
Painting – long wall (more than 4 feet)		\$100
Painting of entire apartment (prorated on a five year schedule)		\$825 - \$1,625
Primer Painting for Smoke Damage		\$600

Windows and Mirrors

Replace window	Actual cost from Glass Company	
Replace mini-blind / vertical blinds		\$65
Mirrors and bathroom mirror – cracked, broken, missing		\$40
Replace screens	Each	\$50

Carpet Cleaning

Studio	\$110
1 bedroom	\$125
2 bedroom	\$165
3 bedroom	\$200
4 bedroom	\$220
5 bedroom	\$240
Carpet Replacement (prorated on a ten year schedule)	\$1,000 - \$3,000

Kitchen

Replace range hood filter	\$25
Replace range	\$389
Replace range hood	24" hood \$82 30" hood \$84 36" hood \$120
Replace fire extinguisher	\$50
Replace thermostat	\$118
Replace refrigerator	\$508
Clean range	\$150
Clean refrigerator	\$120
Clean range hood	\$50

Bathroom

Unstop toilet – Auger / Plunger only	\$15
Unstop Toilet – take out and replace	\$65
Unstop clogged Lavatory or Sink/Tub/Basin	\$22
Replace toilet	Regular toilet \$177 ADA toilet \$225
Replace toilet seat	\$25
Replace toilet tank top	\$28
Replace toilet paper bracket	\$46
Replace towel bar	Each \$43
Replace shower curtain rod	\$50
Replace medicine cabinet	\$60
Replace Bathroom doorknob set	\$50
Replace basket strainer	\$15

Doors

Replace door knobs on entrance door			\$125
	Primus		\$355
Replace bathroom or bedroom doors			\$90
Replace entrance door (non CECO)			\$800
Replace mirrored closet doors			\$120 per panel
Replace door knobs on bathroom door			\$75
Replace Steel Exterior Door (CECO)			\$1,000
Replace Exterior Door (Wood door)			\$350
Replace Interior Door frame			\$125
Replace Passage Lock			\$50
Replace Screen Door (Rosefield Village Tenants only)			\$166
Re-screen Door			\$118
Replace Mailbox Lock			\$43
Replace Sliding Patio Screen Door		48"	\$113
		36"	\$108
Replace Patio Door Lock			\$53

Other Miscellaneous

Replace HVAC Grill			\$60
Replace Cabinet Drawer			\$63
Replace Cabinet Door			\$68
Rear Yard clean up			\$80

All other damages with no quoted price will be charged as actual cost plus labor.

****COSTS LISTED ABOVE ARE MINIMUM ESTIMATED AND SUBJECT TO CHANGE AT ANY TIME****