



## Move out Requirements

Steps to vacate your apartment:

1. Advise Golden Valley Electric Association what day to turn power off in your name.
2. Remove any personal items outside of the unit and from the crawl space.
3. Follow the "Cleaning Standards" list for cleaning of the unit.
4. Do not repair any holes in wall, we will do this.
5. Contact Cindy at 388-1239 for final walk through.

If you are leaving mid-month, I will refund any over paid rent after determining weather there are charges over and above normal wear and tear that you will be responsible. If you have a deposit, I will have any refund returned to you within 10 days of your check out date less any charges if applicable.

Some, but not all charges may include:

- Window screen replacement - \$60.00 small window, \$65.00 for large window.
- Exterior Doors - \$250.00 plus labor
- Interior Doors - \$125.00 plus labor
- Closet Doors - \$50.00 per panel plus labor
- Holes in sheetrock - \$20.00 and up depending on size and number of holes.
- Cupboard doors - \$20.00 per door (kitchen & bath) plus labor
- Toilet paper holders - \$2.00 each plus labor
- Door knobs - \$25.00 each plus labor
- Garage Door Panels - \$250.00 each
- Kitchen Sink Plugs - \$5.00 each plus labor
- Cleaning unit - \$400.00(+/- depending on condition)

Labor will be billed out at \$50.00 per man hour.

*Cindy*

Cindy Dillard  
Manager  
Golden Birch Enterprises, LLC.