



<p>Shields Leasing Office 3436 S. Shields St. Ft. Collins, CO 80526 Ph: 970-224-6100</p>	<p>Taft Leasing Office 920 S. Taft Hill Rd. Ft. Collins, CO 80521 Ph.: 970-416-2460</p>	<p>Stanford Leasing Office 2631 Stanford Rd. Ft. Collins, CO 80525 Ph.: 970-631-8250</p>	<p>Redwood Leasing Office 1331 Redwood Street Ft. Collins, CO. 80524 Ph: 970-232-9294</p>	<p>Horsetooth Leasing Office 1506 West Horsetooth Rd. Ft. Collins, CO. 80526 Ph: 970-698-6788</p>
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Move-Out Reminders

If you have not already done so, you will need to give the leasing office thirty (30) days minimum notice of your intent to vacate the apartment.

- If you are a Participant of another program, for example Project Based Voucher or Housing Choice Voucher (Section 8), you are responsible for notifying your Housing Choice Voucher Specialist that you are moving.
- If you would like to set up a move- out inspection, you must call the Maintenance office at 416-2092 to set up an appointment. Your apartment must be completely cleaned, and empty of all furniture and other personal items in order for this inspection to take place.
- **The apartment should be returned in the condition in which it was received at move in.** You may refer to the attached checklist for some helpful examples of what maintenance will be looking at upon move-out.
- You will be charged for each day that you have the keys to the apartment after you have moved out. **Do not leave keys in the apartment.**
- The keys must be turned in at your Leasing Office. If it is after our business hours you may use the drop slot located east of the front door at the above address.
- If you do put your keys in the drop box after regular business hours your keys would then be date and time stamped with the following business days date. *There is a key envelope included in your move-out packet for your convenience, if you choose to use the drop box.*
- I have read or have had read to me and fully understand the following rules and regulations regarding the vacating of the residence owned or managed by Villages, Ltd.
 - I understand I must sign and return this form at least thirty (30) days prior to the vacate date specified above.
 - I understand that if the keys are not returned to the Villages, Ltd, I must pay rent until the Villages, Ltd. deems the residence vacant and takes possession of the residence.
 - I understand I must pay for labor and materials necessary to return my residence to pre-occupancy condition except for normal wear and tear. This will be deducted from my security deposit, and I will be responsible for any monies owed beyond the amount of my security deposit.
 - I understand the Villages, Ltd will dispose of any personal belongings left in the residence and you will be charged accordingly.
 - I understand that a pre-move out inspection is available upon request to the Fort Collins Housing Authority Maintenance Department-**970-416-2092**.
 - I understand that if I wish to be to be readmitted in the future to any complex under the management of the Villages, Ltd., I will have to make a new application for admission. I will also need to have any previous balance paid in full before being considered for the vacancy.
 - I understand that I must notify The City of Fort Collins and Xcel Gas Company of my intent to move out and pay any current balances due to them I understand any outstanding balance not paid in full will result in being turned over to a collection agency.

- **Housing Catalyst has 60 days from the date of possession (when we get keys) to either contact you regarding charges and/or to send a security deposit refund.**

Move-Out & Cleaning Expectations for Tenants

The apartment should be returned in the condition in which it was received at move in. Normal wear and tear will be taken into account on all items. Cleanliness *is not* wear and tear. All items should show evidence of routine cleaning. There should be no dirt build up.

Refrigerator: All interior surfaces should be clean. Including racks (top & bottom), crisper covers, drawers, seals and front bottom grill. All exterior surfaces should be clean, including the top, and all four sides and hardware.

Freezer: All interior/exterior surfaces should be clean including seals. Frost should not be present. **DO NOT USE SHARP OBJECTS TO DEFROST!**

Range: All interior/exterior surfaces should be free of grease, food and debris, including all sides of the range, and stove top. Under stove top and drip pans, burners, rings, control knob panel, knobs, drawer area, broiler pans and top and bottom of racks.

Range Hood: All surfaces should be free of grease including top, bottom, knobs, bulb cover and filter. (Where applicable)

Dishwasher: (If applicable) Exterior surfaces should be clean of food drips, dirt, etc., including knobs. Interior should be free of dishes, food and debris.

Kitchen/ Bath Cabinets: All cabinets should be free from tenant belongings, trash, crumbs, food spills, debris, etc.. Clean front and back of doors, front and inside of drawers and hinges. Cabinets should be returned in operable condition.

Walls, Ceiling and Trim: Free from dirt, crayon, markers, food splatters, stickers, tape, hand prints, gouges, holes, torn drywall paper and smoke film of any kind. No more than twenty (20) nail holes per each wall. No large screw holes, toggle bolts etc..

Flooring: (Vinyl or Wood) Floors should be swept & mopped. They should be free of stains, spills, burns, deep gouges or scratches, dirt or dirt build-up. (Including edges, corners stairs and under appliances) Floors should show signs of routine cleaning. **DO NOT WAX FLOORS.**

Carpet: (If applicable) Carpets should be vacuumed, and free of surface dirt, ground in dirt, grease, soil, gum, ink, stains, burns, pet urine/feces, damage, etc.. Carpet should show signs of routine cleaning in a professional manner.

Note: A definite charge opinion will not be made at time of requested walk through. If pet urine had been masked by fragrance or ventilation, it may not be evident until carpet has been cleaned.

Mini Blinds: Mini blinds should be free of dirt, film and damages.

Windows: Interiors should be clean, free of streaks, film, stickers, tape, spray on frost, etc.

Window Frames / Tracks: Frames and tracks should be free of dirt, debris, bugs, films, etc..

Window Screens: Screens should be free of dirt build up, smoke film, etc.. They should be secure to the window frame and free of damages.

Storm doors: Storm doors should be free of dirt and damages.

Interior Doors: Interior doors should be free of splatters, crayon, markers, film, handprints and dirt. This includes all hardware and should be free of damages.

Exterior doors: Exterior doors should be free of dirt and damages.

Louver Doors: Louver doors should be cleaned front and back, free of dirt, film, stickers and damages.

Curtain Rods: Curtain rods should be wiped down and free of dirt and film.

Electrical Covers: Electrical covers should be free of heavy dust, dirt and film and should not be broken.

Light Fixtures/ Globes: Fixtures/globes should be free of bugs, film and dirt. Bulbs are to be left in fixtures upon move out.

Heating Ducts: That are under the registers should be free of trash, loose dirt, debris, etc..

Heating Register Covers: Register covers should be free of dirt and dirt build up.

Bath Tub, Tiles and Surround: All surfaces must be free of soap film/scum, and stick -on's. This includes all fixtures and grout.

Toilet: The toilet should be cleaned inside and outside of bowl, including the base area.

Chrome: Chrome should be cleaned and be free of damages.

Interior of Building: Interior of building should be free of any trash or tenant belongings.

Grounds/Exterior Building: (If applicable) Must be free of trash, animal waste, cigarette butts and tenant belongings. Grounds /exterior building should show signs of routine upkeep and needs to be returned to "move-in" condition if any alterations were made.

Porches: Porches should be free of trash, tenant belongings and should be left in a clean condition.

Sheds: Sheds should be free of trash, tenant belongings, oil spills and any damages.

Hazardous Materials: Any hazardous materials, including but not limited to, paint, oil, cleaning chemicals and or batteries, will be a charged to the tenant and be disposed of properly.

Natural Household Cleaning Products

Here are some down-to-earth, nontoxic suggestions for cleaning your home naturally with basic household ingredients, for a clean, safe home that doesn't expose your family and guests to toxic chemicals.

- **Baking soda:** An all-purpose cleaner; especially effective on glass coffee pots and glassware; removes red-wine stains from carpeting. A paste (made with water) can shine stainless steel and silver; the paste can also remove tea stains from cups and saucers. Make a paste with a castile- or vegetable-based liquid soap and a drop of essential oil (tea tree or lavender) to clean sinks, countertops, toilets and tubs. Pour 1 cup down the sink to clear a clogged drain, followed by 3 cups of boiling water.
- **Boiling water:** Use weekly to flush drains and avoid clogs.
- **Coarse salt:** Cleans copper pans and scours cookware. Sprinkle salt on fresh spills in the oven, then wipe off. Sprinkle salt on rust stains and squeeze a lime or lemon over them, let sit for several hours and wipe off.
- **Essential oils:** Mix lavender or tea tree essential oils with water and spray on kitchen or bathroom surfaces for an environmentally and people-friendly antibacterial spray.
- **Grapefruit-seed extract:** Add a few drops to water in a spray bottle for an odorless way to kill mold and mildew.
- **Lemon juice:** Use as a bleaching agent on clothing, and to remove grease from your stove and countertops. Add 2 Tbsp lemon juice to 10 drops of (real) lemon oil and a few drops of jojoba oil to clean and polish wood furniture.
- **Olive oil:** Use to lubricate and polish wood furniture (three parts olive oil to one part vinegar; or two parts olive oil with one part lemon juice).
- **Potatoes:** Halved potatoes can remove rust from baking pans or tinware - follow with a salt scrub or dip the potato in salt before scrubbing.
- **Tea tree oil:** Can be added to vinegar/water solutions for its antibacterial properties. Use it to kill mold and mildew, and on kitchen and bathroom surfaces instead of chemical products. Add 50 drops to a bucket of water to clean countertops and tile floors.
- **Toothpaste (white, plain):** Cleans silver; can remove water stains on wood furniture - dab on, allow it to dry and wipe off
- **White vinegar:** Cleans linoleum floors and glass (from windows to shower doors) when mixed with water and a little liquid soap (castile or vegetable). Cuts grease and remove stains; removes soap scum and cleans toilets (add a bit of baking soda if you like). Pour down drains once a week for antibacterial cleaning. Add to water in a spray bottle to kill mold and mildew.

WEAR AND TEAR GUIDE

Ordinary wear and tear means deterioration that occurs without negligence, carelessness or abuse of the premises, equipment, furnishings or appliances by the tenant, a member of his household or other persons on the premises with his/her consent.

Ordinary Wear and Tear	Damage
Minor marks on or nicks in wall	Holes in wall larger than nail size (picture hanger) or excessive nail holes
Faded, cracked or chipped paint	Crayon marks, writing on walls, unapproved paint color or excessive dirt requiring more than one coat to cover
Plaster cracks from settling	Holes in walls from doorknob or carelessness
Loose wallpaper due to aged glue	Ripped, torn or marked up wallpaper
Carpeting/curtains slightly worn or faded by the sun	Torn, stained or burned carpeting/curtains
A rug worn thin by ordinary use	Stains and odors in rug caused by pets, spills or leaks
Vinyl flooring worn thin	Vinyl flooring with tears, holes or burn marks
Water-stained vinyl flooring by shower	Uncleanable tiles or grout
Stains on old porcelain fixtures that have lost their protective coating	Grime-coated bathtub and toilet
Cabinet doors that will not close	Greasy, sticky or broken cabinets and interiors
Fire damage due to faulty wiring	Fire damage due to tenant's use of candles, incense, cooking device or smoking
Slow sink drainage	Plumbing backed up due to flushed or foreign items in pipes
Old light fixtures	Missing, broken or dirty light fixtures
Slightly dirty windows or screens	Broken windows or torn or missing screens
Closet door off track	Damaged or missing closet door, doorknobs/handles, tracks bent
Loose hinges or door handles	Damage to door or door frame from forced entry
Paint faded on kitchen walls	Walls in kitchen stained from burning pots on stove
Slightly dusty blinds	Missing, broken or bent slats on blinds
Toilet running or unstable	Broken toilet seat or tank top
Worn gaskets on refrigerator	Broken refrigerator shelves, trays, bins or bars

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RESIDENT DAMAGES CHARGE SCHEDULE FOR VACANT UNIT TURNS

Effective 02/01/2024

Task Description	Material and Labor	Task Description	Material and Labor
Ranges		Drywall Repairs	
Cleaning	\$75.00	Wall patch (ea) (less than 1sq ft)	\$110.00
Replacement (gas)	\$769.00	Wall patch (ea) (1-2sq ft)	\$150.00
Replacement (electric)	\$816.00	Wall patch (ea) (greater than 2sq ft)	\$225.00
Replace burner element 6"	\$40.00	Window Repairs	
Replace burner element 8"	\$42.00	Window repairs/replacements are contracted out to a glass company. Repairs and replacements that are found to be the responsibility of the resident shall be billed to the resident at the contract repair cost and will be subject to an administrative fee of \$25.00.	
Replace drip pan 6"	\$10.00		
Replace drip pan 8"	\$12.00		
Replace oven rack	\$65.00		
Rangehood			
Cleaning	\$25.00		
Replacement	\$163.00		
Filter replacement	\$28.00	Custom blind replacement (ea)	\$75.00
Dishwashers		Vertical blind replacement (ea)	\$95.00
24" dishwasher	\$587.00	Custom vertical blind (ea)	\$115.00
18" dishwasher	\$900.00	HVAC	
Refrigerators		Replace missing forced air floor vent or wall vent diffuser	\$34.00
Clean	\$75.00	Replace base board heat register	\$150.00
Replace	\$1,020.00	Replace thermostat	\$80.00
Washer/Dryer replacement (prorated)	\$700.00-\$1265.00		
Plumbing repairs		Floor Coverings	
Clear garbage disposal	\$25.00	Clean carpet/shampoo (ea room)	\$75.00
Unstop drain	\$90.00	Replace vinyl	prorated
Unstop toilet drain - pull stool	\$120.00	Replace carpet	prorated
Toilet replacement	\$300.00	Painting, Sealing, Wall Washing	
Toilet seat replacement	\$45.00	Paint SRO unit	\$500.00
Replace trip lever	\$25.00	Paint unit - 1 bedroom	\$1,295.00
Toilet paper holder - replacement	\$20.00	Paint unit - 2 bedroom	\$1,412.00
Replace faucet aerator	\$20.00	Paint unit - 3 bedroom	\$1,529.00
Replace sink strainer	\$20.00	Paint unit - 4 bedroom	\$1,646.00
Kitchen sink - replacement	\$325.00	Seal SRO unit	\$200.00
Replace sink stopper	\$18.00	Seal unit - 1 bedroom	\$350.00
Bathroom sink - replacement	\$159.00	Seal unit - 2 bedroom	\$500.00
Showerhead - replacement	\$29.00	Seal unit - 3 bedroom	\$650.00
Shower rod - replacement	\$30.00	Seal unit - 4 bedroom	\$800.00
Towel bar - replacement	\$43.00	Wall washing - 1 bedroom	\$250.00
Medicine cabinet - replacement	\$150.00	Wall washing - 2 bedroom	\$300.00
Electrical		Wall washing - 3 bedroom	\$350.00
Switch replacement	\$27.00	Wall washing - 4 bedroom	\$400.00
Outlet replacement	\$26.00	Full Unit Cleaning	
Replace GFI outlet	\$45.00	1 bedroom	\$250.00
Outlet or switch cover replace (single)	\$14.00	2 bedroom	\$300.00
Outlet or switch cover replace (double)	\$14.00	3 bedroom	\$350.00
Reset breaker	\$25.00	4 bedroom	\$400.00
Replace smoke/CO detector	\$80.00	Items not listed in this schedule will be charged on time and materials based on the hourly rate of \$75.00 per hour, or the actual contracted amount.	
Smoke only detector replacement	\$43.00		
Ceramic pull chain fixture replacement	\$30.00		
Replace globe/diffuser on light fixture	\$25.00		
Light bulbs	\$13.00		
Door bell chime replacement	\$45.00		
Porch light fixture replacement	\$57.00		
Doors and Locks		Resident Initials: _____	
Replace (fire rated)	\$838.00	Resident Initials: _____	
Replace (solid core entry)	\$355.00	Resident Initials: _____	
Replace exterior door jamb	\$220.00	Resident Initials: _____	
Replace (solid core slab)	\$318.00	Resident Initials: _____	
Replace interior door	\$200 - \$255	Resident Initials: _____	
Replace interior door jamb	\$145.00		
Replace exterior door lock	\$57.00		
Replace exterior back set	\$50.00		
InstaKeys step change	\$50.00		
Replace storm door	\$272.00		
Replace storm door closure	\$55.00		
Replace storm door chain	\$22.00		
Replace storm door closure w/ chain	\$77.00		
Install/Replace complete deadbolt/lock hardware (InstaKeys)	\$150.00		