

Move-Out Inspection Standards

To avoid any delays in the clearing of housing, please follow these basic guidelines. These standards are intended to assist the resident during the move-out process; it is not an all inclusive list. Please speak with your Resident Specialist if you have any questions. **Please Note:** Charges will be assessed for all occupant damages NOT noted on your Move-In Inspection Report. ***

Walls and Ceilings:

- Remove all nails, self-adhesive hooks, picture holders, molly bolts, anchor bolts, etc. Drywall holes less than the size of a quarter do not require repairing. Drywall damage larger than the size of a quarter UP TO 1 square foot in size will be assessed a fee. Repairing drywall is not encouraged as patching, texturizing and painting is required. If a repair is attempted and it does not meet BBC standards, a repair fee will be assessed.
- Spot/touch-up painting is discouraged, as different paint batches do not match, thus creating an unsightly condition which may result in a painting fee.
- Remove all scuffmarks, wallpaper, borders, decals, and clean all walls of any dirt or debris.
- Return rooms painted with a non-standard color back to the original wall color. Please contact your Resident Specialist for exact color, as colors vary home to home. Walls painted a darker color may require a primer be applied first.

Windows, Doors, Medicine Cabinets, Wall Cabinets:

- Be sure that all window blinds that were provided at move-in are affixed properly to the windows. Damaged blinds will need to be repaired or replaced.
- All windows, doors, and screens must be in place. Any damages will be assessed a fee.
- Remove all contact paper and shelf liner.
- Be sure to remove all items from medicine cabinet, closets, kitchen cabinets, and closets.

Carpentry:

- Refasten, repair, or replace any missing or broken coat hooks, clothes rods, and closet shelves.
- Repair or replace damaged or missing doorstops, door treads, doorknobs, and cabinet handles.
- Repair or replace loose, damaged, or missing kitchen cabinet and drawer pulls, and closet doorknobs with matching hardware.
- Repair damaged hinges or handles.

Floors:

- Carpets must be vacuumed and free of dirt and stains.
- Residents with pets will be assessed a pet treatment carpet fee unless the resident has had the carpet professionally cleaned with a pet neutralizer and provides a receipt documenting that a pet neutralizer was applied. The fee is currently \$75.
- Tile and wood floors must be cleaned.

Appliances:

- All appliances must be cleaned to white glove standards.
- Ensure all shelves are in place in refrigerator.
- Ensure broiler pans and oven racks are in place in range.
- Ranges and refrigerators must be in the kitchen, not in garage or stored elsewhere.
- Remove all items from refrigerator and freezer, wipe clean and leave on lowest setting.
- Be sure that dishwasher is empty and clean.
- Be sure that oven and range top, including drip pans, are thoroughly cleaned.

Electrical:

- Replace broken globes on lights, both interior and exterior.
- Replace any missing or burned out light bulbs.
- Replace damaged switch plates and receptacle plates.
- All Smoke Detectors and Carbon Monoxide Detectors must be in place and operating.

Exterior:

- Remove excessive dirt, mud, chalk, crayon, oil, grease, or other substances off sidewalks, patio slabs, and driveways.
- All trash cans must be empty and scrubbed clean.
- No garbage or bulk items are to be left behind. A fee will be assessed for any remaining items.

Grounds:

- Police yard for all trash and debris. Remove all animal waste.
- Repair yard damage. Grass should be growing in areas destroyed by pets or children.
- Remove satellite dish.

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- The backyard must be mowed and edged; and all flower beds must be weeded. Do not add bark, decorative rocks, top soil, or any other “filler” to flower beds.

Garages:

- Remove all personal property and thoroughly sweep out area.
- Remove all nails and hooks.
- Remove dirt, spilled paint, and grease stains from shelves and floors.

Miscellaneous:

- Residents must return house, garage, and mailbox keys (if applicable) in good working order.
- Any alterations to the home must be removed and returned to the original condition.
- Remove all personal property including rugs, wallpaper, yard fences, swings, etc.

Please Note: Routine maintenance will **not** be performed once a home is placed “on notice.” However, BBC will respond to all emergency work orders.

*** Damage charges/prices are subject to change.