



Move-Out Instructions

As your time with us is coming to an end, we want your move-out to go smoothly. This letter walks through how your security deposit is handled and the expectations for the condition of the unit upon surrendering possession.

1. Your move-out date and notice

Make sure we have your written 30-day notice to vacate on file. Plan to be fully moved out and to return your keys by 12:00 noon on your stated move-out date so we can inspect and turn the unit. Staying past the move-out date will result in additional rent charges.

2. Inspection

After you vacate, an FS Houses representative will inspect the unit and document its condition with photos and video. You have a right to an in-person inspection, or you can conduct your own with photos and video for your records. To schedule an in-person inspection, email brian@fshouses.com or call (502) 409-7797. Office hours: Monday–Thursday 11am–5pm, Friday 11am–2pm. If you prefer to conduct your own digital inspection, take your own photos and video of every room when the unit is empty and cleaned. Keep them for your records, and you can also email them to admin@fshouses.com. We will conduct our own inspection to document the unit.

3. Security Deposit

Kentucky law (KRS 383.580):

Your move-in list is the baseline. When you moved in, the listing photos documented the condition of your unit at the time of possession. You received an opportunity to complete a move-in inspection to document details of the unit condition. We compare the unit condition at move-out against our photos and the condition list. Anything already noted at move-in won't be charged to you.

You receive an itemized statement. Charges against your deposit will include a written description of the items and cost that were added to your ledger. You have the right to review it. If you disagree with any item you may dispute it in writing.

Timing. We process move-outs and any refund within 30 days of your move-out. Please allow the full window.

Give us your forwarding address. Email your new mailing address to admin@fshouses.com so we can send your final accounting and information about your deposit refund.

4. Utilities & Refrigerator

- **Gas and electric (LG&E):** Call LG&E to transfer service out of your name effective your move-out date. Please do not shut service off prior to cleaning and surrendering the property.
- Utilities switch back over into FS Houses' name under our landlord agreement.
- Leave the refrigerator plugged in and running.

5. Keys and access

Return all keys (and any remotes, fobs, or garage openers) to FS Houses:

- **In person:** 214 E Kentucky Street, during the office hours above (by appointment).
- **After hours:** Use the drop box on the front of the building. Label your keys with the property address, and email admin@fshouses.com to let us know you've dropped them so we can start your inspection.
- **In-unit:** Check with Brian to see if this is an option. If we've arranged for you to leave keys inside the unit, lock the door behind you and confirm by email.

Do not give keys to a neighbor or new occupant. The unit isn't considered surrendered until keys are back with us.

6. Cleaning checklist

Leave the unit clean, empty of all belongings and trash, and rent-ready. The more of this you handle, the less comes out of your deposit.

Kitchen

1. Clean the refrigerator inside and out, including shelves and freezer. Pull it out, clean underneath and behind, then plug it back in and leave it running.
2. Clean cupboards inside and out, under the sink, and the baseboards.
3. Clean the stovetop, burners, drip pans, controls, and the front and sides of the range. The exhaust fan should be clean and grease-free.
4. Clean the oven and wipe away all oven-cleaner residue.
5. Scour the sink, remove stains, and make sure the disposal is clean and working.
6. Sweep and mop the floor.
7. Dishwasher clean and in working order.

Living room, bedrooms, and hallways

1. Carpets cleaned. Check with us on the best way to handle carpet cleaning.
2. Wipe baseboards, switches, and walls; remove finger marks and scuffs.
3. Wash windows inside and out; dust sills and clean the tracks.
4. Vacuum closets and dust the top shelves.

Bathroom

1. Scour and disinfect the toilet, inside and out, including the base, bolts, tank, and seat.
2. Scour the tub and surround; remove rings and soap build-up.
3. Scour the sink, polish the faucet, wipe the counter, and clean the mirror.
4. Dust and wipe all cabinets and drawers, inside and out.
5. Sweep and mop the floor.

Storage, patios, porches, carports, blinds

1. Sweep patios and porches; leave them clean.
2. Empty and sweep any storage area.
3. Clean blinds to ensure they are not dusty or covered in film.

7. Ordinary wear and tear vs. damage

You are not charged for ordinary wear and tear, the normal aging that happens just from living in a home. You may be charged for damage caused by negligence, accident, or misuse, beyond what was noted on your signed move-in list.

Ordinary wear and tear (not charged)	Damage (may be charged)
Faded or lightly worn paint	Drawings, large marks, or holes in the walls
Carpet worn thin from normal walking	Burns, tears, stains, or pet damage in carpet
Loose grout or a faded tile	Missing, cracked, or broken tiles
A door that sticks in humidity	Doors off the track or off the hinges
Small plaster chips	Large chunks of plaster or drywall missing
Dirty or faded window	Window broken by the tenant
Lightly worn enamel in an older tub	Chipped or broken tub enamel; missing fixtures

When in doubt, address it. A quick clean or small fix on your end almost always costs less than a deposit deduction.

Thank you,

FS Houses

FS Houses follows Kentucky's Uniform Residential Landlord Tenant Act (KRS 383.580) in handling all security deposits.