

MOVE-OUT GUIDELINES

Apartment Community	
Resident Name	Unit Number

In order to effectively and efficiently process your notice and move-out, please review and refer to the following information.

Please address any questions to your On-Site Resident Manager.

MOVE-OUT PROCESS

ALL VACATING RESIDENTS:

- Submit a written 30 day (Oregon) or 20 day (Washington) notice to your On-Site Resident Manager. Managers will request you provide your signature on the **Resident's Notice to Vacate** form once your notice is received.
- Fulfill the term of the Rental Agreement and pay outstanding rent, late charges or balances due prior to vacating. (Residents on leases: Adhere and honor the lease buy-out fee as defined in the Rental Agreement.
- Return all keys to the On-Site Resident Manager on the day you are vacating the premises, as rent will be charged until keys are returned.

Our property manager company records reflect your security deposit as \$_____.

Our property manager company records reflect the following outstanding charges \$_____.

Security deposits are imposed by Management for the purposes of covering expenses incurred from move-outs, including but not limited to, cleaning, repair / replacement of items and damages over and above **normal wear & tear". In addition, security deposits can be applied to outstanding rent, late fees and other charges.

Our goal here is to return your original security deposit paid at move-in. This means we expect to receive your apartment unit in the same condition it was provided to you at move-in, again taking into consideration several factors as mentioned above.

**"Normal wear and tear" refers to the depreciation of an apartment unit based on what an average person would deem as "reasonable" also factoring length of residency. For example, a carpet has a general useful life of five years and "normal wear and tear" would include regular walking traffic patterns or dents from furniture placement throughout the duration of this length of residency.

Abnormal wear & tear refers to the depreciation of an apartment unit based on what an average person would deem as "unreasonable". For example, a carpet with cuts, holes, burns or irregular stains would be deemed as "abnormal wear & tear", and thus, billed to the resident accordingly.

After tendering notice, review the **Cleaning Procedures** to ensure appropriate cleaning is performed prior to vacating your apartment unit.

Your On-Site Resident Manager may request a preliminary appointment be scheduled for a pre-inspection several weeks prior to your move-out. Alternatively, you may request a preliminary inspection of your Manager to help you in assessing the condition of your unit and any further necessary steps, which are required, relating to the return of your security deposit.

The **Base Charge List** has been established to notify vacating residents of potential charges for cleaning and or repair / replacement of items and various services incurred with move-outs. This list is *not* all-inclusive and includes minimum charges and guidelines.

A final walk-through must be performed with your On-Site Manager when ALL of your belongings have been vacated from the apartment unit. All keys, including any mailbox keys, must be returned to your On-Site Manager upon vacating your apartment unit. DO NOT LEAVE KEYS IN YOUR APARTMENT.

Please review the **Security Deposit** and **Move-Out Settlement Billing** items for detailed information on each subject.

CLEANING PROCEDURES

FOR VACATING RESIDENTS

ALL AREAS

- Garbage**
Discard all garbage in appropriate outside garbage container.
- Closets**
Remove all belongings and coat hangers
- Floors**
Vacuum carpet
Vinyl: Wash / Damp mop
Hardwood: Damp mop only
- Woodwork / Cabinets / Closets**
Clean inside and outside
Treat with Liquid Gold or equivalent
- Windows / Screens**
Clean glass inside and outside
Clean screens inside and outside
Clean out tracks
Clean and treat windows sills with Liquid Gold
- Switch Outlet / Covers**
Clean and replace as necessary
- Light Fixtures / Globes**
Clean inside and outside
- Curtain Rod (if applicable)**
Clean
- Ceilings / Walls**
Clean / dust (if not painted)
- Heaters**
Clean and dust
- OTHER AREAS**
- Patio / Porch / Entry**
Sweep / hose down
Remove pots / any debris
- Entry Doors**
Clean inside and outside
- Fireplace**
Remove ashes and clean

KITCHEN

- Cabinets / Drawers**
Clean outside cabinets and inside of cabinets / drawers
Remove all paper or contact shelving paper from cabinets / drawers
- Refrigerator**
Empty and defrost (ensure light is in working condition)
Clean inside, outside and sides (including ice trays, veggie bins and racks)
Vacuum coils
- Range**
Clean inside and outside
Clean sides, burner rims, drip pans, knobs, controls, broiler pans, grills
Pull out bottom drawer and remove belongings. Clean underneath drawer.
Clean range hood and filter (ensure light is in working condition)
- Dishwasher**
Clean inside and outside (remove all belongings)
- Disposal**
Clean out any debris
- Sinks, Faucets, and Counters**
Clean and polish chrome / brass fixtures
- BATHROOMS**
- Toilet**
Clean and disinfect with appropriate cleansers
- Tub and Shower**
Clean and polish surface
Remove mold and mildew
- Vent Fan**
Clean
- Mirror / Medicine Cabinet**
Clean inside and outside
- LAUNDRY / STORAGE**
- Washer / Dryer**
Clean inside and outside (including sides)
Remove lint from lint trap

BASE CHARGE LIST

FOR VACATING RESIDENTS

The following Base Charge List represents a summary of general minimum charges which may be assessed for cleaning / repair / replacement / upon your move-out.

Actual charges will be assessed according to actual cost of services or repair / replacement cost, which may differ from the Base Charge List.

Charges are assessed according to your "walk-through" move-out inspection with your Resident Manager and normal wear and tear will be taken into consideration.

PAINTING

	\$ Price \$
Miscellaneous Painting	\$600-800.00

CLEANING

Item	\$ Price \$
Range / Oven	25.00
Drip Pans & Rings	10.00
Stove Tops & Burners	10.00
Exhaust Hood	10.00
Refrigerator	30.00
Sink	20.00
Wall	5.00
Toilet	15.00
Cabinet	10.00
Floor	25.00
Tub / Shower	25.00
Window Sill	5.00
Window Track	15.00
Mirrors	10.00
Vacuum	15.00
Patio / Balcony / Storage / Garage	40.00
Blinds	15.00

WALLS

Item	\$ Price \$
Damage per sq. ft.	\$25.00
Wallpaper Removal	\$12 per sq. ft.
Door Frames / Doors	TBD

CARPETS / VINYL / COUNTERTOPS

Item	\$ Price \$
Stains/Burns/Tears	TBD
Replacement	TBD
Carpet Cleaning	TBD
Other Repairs	TBD
Deodorize Carpet	TBD
Vinyl	TBD
Countertops	TBD

REPLACEMENTS

Item	\$ Price \$
Appliances	\$300-\$500.00
Drip Pans & Rings	10.00
Refrigerator Shelves	30.00
Crisper	45.00
Light Globes	15.00
Towel Bars	10.00
Paper Holder	15.00
Shower Rod	15.00
Light Bulbs (Each)	1.00
Toilet Seat	25.00
Light Fixture	70.00
Exterior Door	200.00
Smoke Detector	25.00
Door Lock Set	35.00
Interior Door	100.00
Vertical Mini Blind	90.00
Door Screen	50.00
Window Screen	30.00
Window	TBD
Ceiling Fan	95.00
Closet Rods	20.00
Vinyl Sliding Door	TBD
Mirrored Closet Dr	75.00

OTHER CHARGES

Item	\$ Price \$
Keys Not Returned	25.00
Remove Abandoned Goods	75.00
Store Abandoned Goods	TBD
Carport Damage	TBD
Trash Removal	50.00
Pest Control	50.00
Excessive Maintenance (billed per hour)	38.00

SECURITY DEPOSIT

We will mail your refundable security deposit 31 days from your move-out date or end of notice term in Oregon, and 14 days in Washington.

Ensure your forwarding address has been given to your On-Site Manager for mailing purposes. In the case of roommates, all roommate names will be included on the security deposit refund and mailed to the last address given to your On-Site Resident Manager.

Again, the return of your security deposit is based on the condition of your unit at move-out. Prior to move-out, consult with your On-Site Resident Manager to ensure all necessary steps are taken to procure your security deposit.

Any and all questions pertaining to your security deposit can be directed to your On-Site Resident Manager initially and secondarily to our Central Office.

MOVE-OUT SETTLEMENT BILLING

We will mail your Move-Out Settlement Billing 31 days from your move-out date in Oregon, and 14 days in Washington.

Should you receive a Move-Out Settlement Billing and have questions concerning the findings, please feel free to contact our Office. Request to speak with the Property Manager assigned to your apartment community.

Generally, Property Managers will accept *reasonable* payment plans.

If we do not hear from you within 30 days, your Move-Out Settlement Billing will be forwarded to a collection agency for collections. In order to preclude this action, please contact us immediately upon receiving your notice.

Again, any and all questions pertaining to your Move-Out Settlement Billing can be directed to your Property Manager assigned to your apartment community.

THANK YOU

Thank you for your residency and we look forward to a chance to serve you again in the future.

Property Manager Company