



MOVE OUT INSTRUCTIONS:

Failure to vacate by move out date could result in liquidation and damages, which will be your financial responsibility.

Rent and Fees:

Account balances in your tenant portal must be paid prior to move out. Please note that if moving out in a future month a new balance for rent will be posted prior to move out that will need to be paid. If we do not receive keys on your move out date you will be charged rent per day plus any other expenses causing other leases to cancel. Any overpaid charges will be reimbursed with the disposition.

Key Return:

All keys, remotes, etc must be turned into our office or arranged to be left at the property upon move out. You will be charged to rekey the property if all keys or remotes are not returned.

Utilities:

Please leave any sprinkler system/irrigation systems set to auto in spring/summer and off in fall/winter.

In the winter, leave the thermostat set to 60 degrees.

You are responsible for any utilities deemed tenant responsibility in your lease/rental agreement through. If any damages occur as a result of premature utility shut off, those damages will be your responsibility.

Cleaning and inspections:

Please read the deposit refund checklist requirements and review them carefully. When the unit is vacant we will perform a move out inspection, reconcile it with your move in inspection and process your security deposit refund accordingly. We do not guarantee a move out walk through with tenants.

Security deposit refund:

A forwarding address **MUST** be provided in order to receive your security deposit in a timely fashion, otherwise, we will mail your return to your last known address.

Security deposit final accounting is a detailed process and returns may take up to 31 days to process. Mt. Bachelor Property Management does our best to expedite this process and we appreciate your patience while we work to ensure all tenant charges are fair and accurate.

Deposit Refund Checklist

The refund of your deposit will be based, in part, on cleaning the following items after moving out:

- All appliances inside and out, behind, and underneath.
- All cabinets and drawers inside and out.
- All light fixtures, all bulbs must be present and working.
- All baseboards, door casings, and trim.
- All window coverings and blinds.
- All ceilings and walls as needed.
- All heating units; vacuumed as necessary. Filters cleaned and or replaced.
- Fireplace, woodstove and hearth area.

- All plumbing fixtures (sinks, tubs, showers, toilets and faucets).
- All shower tiles, tubs and enclosures including tracks and doors.
- All windows inside including windowsills and tracks.
- All interior and exterior doors inside and out including tracks.
- All porches, decks, patios, walkways and garage swept and cleaned.
- All floors swept and mopped (waxed if necessary).
- MBPM will arrange deep carpet cleaning. The cost will be deducted from the deposit as stated in your lease.

The following needs to be completed:

- All garbage, trash and debris removed to appropriate receptacles.
- Lawn and grounds trimmed, mowed, and beds weeded/debris removed if applicable.
- All final utility bills paid.
- Any satellite dishes removed from the exterior of the property.
- All unpaid charges including rent to Property Management company need to be paid.
- All house keys, mail keys and garage door openers must be returned.
- Batteries must be present and working in smoke and carbon monoxide alarms.
- Property left as in as good condition as it was received- ordinary wear and tear expected.
- Provide one forwarding address to owner/agent for all occupants.
- Cancel any autopayments for rent or utilities if applicable.
- Report any needed repairs.
- If there are any tenant made changes, consult with agent to determine whether areas need to be returned to original condition or if changes may remain.
- Tenant may be charged storage fees for items left at the property.
- Tenant may incur charges for disposal of items left at the property.
- If a tenant fails to clean their rental or causes damages, the agent may charge rent for the number of days that it takes to prepare the rental to rentable condition.

The final accounting on the deposit will occur within 31 days after the last tenant leaves or date of termination, whichever is later.