

MOVE OUT PROCESS—WHAT HAPPENS NEXT

Dear Tenant(s),

We want to thank you for your tenancy with **ABODA Property Management** and our goal is to make your last few weeks with us as smooth as possible. In order to do that we have outlined the expectations for the condition of the property as well as the settlement of your security deposit. If we continue to work together I am confident that the process will come to a successful conclusion for all parties. As always please do not hesitate to contact me with any questions you may have.

- As agreed in Section 3 of the lease agreement the property should be returned in the same or better condition than when the lease started, except for normal wear and tear.
- As also agreed in Section 3 of the lease agreement the carpets should be **professionally steam cleaned** once you have vacated. Please provide a copy of the receipt for the cleaning at the move out appointment or leave on the kitchen counter. It is vital that you use a reputable cleaning company and if you have had pets request that they use a deodorizer.
- The level of cleanliness at the time of occupancy is the standard that will be used at the time of move out, if the property was professionally cleaned you should consider hiring a professional for your final clean (see page 2 for a detailed list).
Please make sure that you have everything completed by the last day of your lease as we often have the new tenant moving in the very next day.

ABODA offers both carpet and interior cleaning services-when comparing companies and pricing please keep this in mind and mention that you are a current tenant for a discount. 425-882-7740.

Please note that you did not pay last month's rent, so please plan on paying last month's rent or make sure you have funds in the account we have on file for Direct Debit.

It is quite common that we will list the property for lease while you are still living there, with the hope of limiting any vacancy time for the owner. As a Tenant you are entitled to 24 hour notice for showings and only licensed Agents are allowed to show. Agents will contact you direct to set up an appointment to show their clients. We will install an electronic MLS keybox on the door to allow for entry in the event that you are not present. As allowed we will also install a FOR LEASE yardarm sign in the front yard.

Please confirm your last day in the property so that we can coordinate the pickup of keys, garage door openers etc. After you have completely vacated and completed all cleaning we will complete the move out condition report. You are not required to be present for this.

Within 14 days you will receive a preliminary deposit settlement letter that lists any charges against your deposit and partial refund as applicable. It is often not possible to get the work completed within 14 days and estimates are used. Once any repairs/cleaning have been completed we will then be able to send out your final deposit settlement letter along with any remaining refund. **This process can take 45-60 days if you were responsible for paying the water bill for the property.** We must confirm that the final bill has been paid in full before releasing the balance of the deposit.

GUIDELINES FOR PREPARING THE PROPERTY FOR YOUR MOVE OUT

- All appliances need to be cleaned inside and out, including range drip pans/rings, all storage bins in the refrigerator/freezer, washer and dryer. Please leave the refrigerator on.
- Sweep and mop all floors.
- Thoroughly clean all sinks, toilets, mirrors, bathtubs and showers- including any glass door tracks; remove any old shower curtains.
- Clean window, window tracks and windowsills.
- Dust all light fixtures/ceiling fans - be sure to replace any burned out light bulbs.
- Dust all cobwebs from walls and ceilings.
- Any holes in the walls (other than ordinary picture hooks) should be filled with spackle, using only enough to cover the hole.
- Clean heat fan and cold air return vents.
- Clean all cabinets and drawers inside and out, wipe all countertops.
- Clean out fireplace and hearth or woodstove if applicable.
- Sweep all deck/patio, sidewalk, and garage/carport areas.
- Clean any other areas that require attention, be sure to remove all of your belongings from the property including garbage and recycling. You will be charged dumping fees if items are left behind.
- Professionally clean all carpets - if you have had pets deodorize to eliminate any pet odor and leave the receipt.
- Mow the lawn and make sure that flower beds are free of weeds/leaves.
- Remove any pet feces from the property.
- Where applicable remove all items from storage closet and parking stall.

OTHER HELPFUL REMINDERS

- Close utility accounts including electricity, gas, phone, internet, cable, water/sewer and garbage.
- If you are in a condominium building with an elevator be sure to contact the building manager to schedule your move out. They will need to hang protective blankets for the elevator.
- If the property is heated by oil or propane you are required to fill the tank before you vacate the property and leave a receipt for the fill.
- Notify the Post Office with your new address.
- Put in a change of address with Auto/Life/Health/Renter's insurance, Department of Licensing, bank/credit union, credit card companies, magazine/paper subscriptions.
- Change your voter registration.