

Tenant Move-out Instructions

In order to aid you in your transition, we are providing these instructions for a proper move out. We know you will have a lot to keep track of during this transition. We hope this will make it clearer and organized for you.

1.) You have the right to request an initial inspection of your property, and to be present during that initial inspection. Such inspection shall occur no earlier than two weeks prior to the termination of tenancy, but no later than 72 hours prior to your termination of tenancy. At the initial inspection the owner/agent will give you an itemized list explaining any repairs or cleaning that could be the cause of deductions taken from your security deposit. This list may differ from the final itemized list that you are entitled to receive from the owner/agent within 21 days after you vacate the unit. ***Please notify ClearStone Property Management in writing any request for an initial inspection, and whether you wish to be present.*** You shall then have the opportunity during the period following the initial inspection until termination of the tenancy to remedy identified deficiencies, in a manner consistent with the rights and obligations of the parties under the rental agreement, in order to avoid deductions from the security.

2.) A final inspection will be done only after all your personal property has been removed and after you have cleaned and vacated the property, and have turned in all keys provided to you. **We will consider you still living at the property until the keys are turned in. Rent will continue to be charged at the effective prorated daily rent for any additional days past your scheduled move out date, until ClearStone Property Management receives ALL keys and garage door remote(s) - DO NOT leave keys at the property. Any failure to turn in any keys may also hold you liable for the cost for a locksmith to re-key. Please return keys no later than 5pm on your scheduled move-out date. **Note: YOU WILL NOT BE ABLE TO RE-ENTER THE PROPERTY AFTER ALL KEYS HAVE BEEN TURNED INTO THE OFFICE.**

3.) Typically, the better the condition of the property when you leave the faster the deposit can be sent out. You will need to give us your forwarding address, and stipulate in writing who you would like the security deposit refund to be made out to. If all parties listed on the lease are not in agreement, or if no special requests are made, the refund will be made out to the names of all parties listed on the original lease, whether or not they continue to reside at the property. If no forwarding address is given, your refund will be sent to your last known address. Please also check your online ledger to view any outstanding charges. If any outstanding charges on your ledger remain unpaid, they will be deducted from security deposit.

****Rule of Thumb...** We expect the property to look in a condition to re-rent. Yes, this means deep cleaning. If we need to send anyone to clean, even a light cleaning, the cost to do so will be deducted from your deposit.

4.) You will be held responsible for the *proper* patching of any holes made in any walls throughout the home. Please arrange to have this done yourself if you do not want the cost deducted from your security deposit. If you have painted any walls a different color from its original color, please have the walls repainted back to its original state. If you would like to inquire about the original color(s) please contact our office. In addition, please note the following paint schedule in the table below, that advises what you are responsible for, depending on the time you have lived in the property.

Length of your tenancy: You may be responsible for:

Less than 1 year	100% of cost to repaint (if necessary)
1 year to 14 months	50% of cost to repaint (if necessary)
16 months to 23 months	25% of cost to repaint (if necessary)
24 months or more	No longer responsible for cost to repaint

** The schedule above does not include damage to the walls or if walls have been painted another color without prior written authorization by the landlord. You will be made fully responsible for this cost no matter how long the length of your tenancy.

Please note: In accordance with your lease agreement, you are responsible for allowing us to show the property within 14 days prior to the end of your tenancy. If you would like to discuss mutually convenient arrangements, please contact our office to discuss.

We value all of our residents. It has been a pleasure to service your property management needs. If you need any references, please feel free to provide our contact information to any future landlords. If you have not yet found a new place to live, please visit our website at www.ClearStonePM.com to view all of our vacancies, or contact us via telephone or email to discuss. We would greatly appreciate it if you could fill out the attached comment form, and either fax/email it to our office or leave it behind on the kitchen counter upon vacancy. We wish you the best of luck in your future residence.

Best Regards,

Your ClearStone Property Management Team

GENERAL CLEANING

Use this as a simple check off to remember everything to do. This is a basic checklist and does not limit your responsibilities to the list below. Any additional items may be communicated if/when the pre-move-out inspection is performed.

- _____ Remove all trash, bulk, and personal items from home, garage, front/back yards, and driveway (Do Not leave any trash that does not fit in trash cans!)
- _____ Clean all appliances thoroughly (inside & out), including range hood, and under the refrigerator and stove, etc.
- _____ Clean sinks, cabinets and drawers (inside and out) throughout.
- _____ The carpeting must be professionally cleaned and receipt turned in with keys. If pets have urinated in carpets, or there are deep stains that are not removed that were not there upon move-in, your security deposit will be charged to remedy/replace.
- _____ Sweep/Wash non-carpeted floors. Remove stains and marks.
- _____ Wash walls carefully; pay special attention to areas around light switches, hallways doors and baseboards.
- _____ Clean all windows, sliding glass doors, secure all screens and remove cobwebs inside and out.
- _____ Make needed repairs to screens and screen doors.
- _____ Clean entire home disinfecting bathrooms and kitchen thoroughly.
- _____ Repair or have repaired any damage you or your pets have caused. It will be less expensive if you take care of your own damages.
- _____ Replace any and all missing smoke/carbon monoxide detector batteries.
- _____ Replace any and all missing or burned out light bulbs.
- _____ Make arrangements to have your trash picked up before you discontinue service.
- _____ Clean vents and vacuum cobwebs
- _____ Repair any and all damage caused by yourself, your guest or invitees.
- _____ Do not place trash and garbage in the recyclable cans, fine may apply. (Do Not leave any trash that does not fit in trash cans!)