



PEACE OF MIND PROPERTY MANAGEMENT, LLC

Unit Address: \_\_\_\_\_

Move out Date: \_\_\_\_\_

Dear Resident(s):

We would like to take this moment to thank you for choosing one of our properties for your home. We hope that your transition from our home to your new home will be a smooth one. To try to expedite and help with any confusion for move out, we have attached a 'Move-Out Requirement Checklist'. This checklist is a guide meant to aid you in preparing your home for the final walk through with the property manager. This list should be completed before your final walk through, if it is not, charges will be assessed and deducted from your deposit. Peace of Mind does its best to uphold a high standard condition for our units and we ask that you leave your home in the best condition that is possible.

If you have any questions regarding this checklist, please contact the office right away. We will be happy to answer any questions you may have. If you are unsure what our definition of 'clean' is, please make sure you discuss this with the property manager as well.

Sincerely,

Management  
Peace of Mind Property Management  
Peaceofmindnw@gmail.com

## Deposit Refund Instructions

To insure that management and residents have a complete understanding as to the requirements that each must meet in order to become eligible for full deposit refund; the following are rules for vacating your home:

- ( ) Lease must be fulfilled.
- ( ) Thirty (30) days written notice of intent to vacate must be given.
- ( ) Pro-rated/last month's rent must be paid on time. Please note that it cannot be deducted from the Security Deposit.
- ( ) The attached cleaning check list must be completed.
  - ( ) Each kitchen appliance must be thoroughly cleaned, including the oven. Drip pans must be replaced. The manager will determine the cleanliness of appliances and may charge a full cleaning charge for any major appliance that is left dirty.
  - ( ) All debris, such as coat hangers, boxes, rags, etc are to be removed and the house left thoroughly clean. All cabinets, shelves, drain boards, vanity tops and plumbing fixtures should be wiped clean.
- ( ) Deductions from deposit will also be made if repairing, cleaning or painting needs to be done to the walls or woodwork. Naturally, with time there will be a reasonable amount of wear and tear to these areas, even under normal circumstances. This will be taken into consideration and the resident will not be charged unless the repairs are deemed excessive.
- ( ) Any damage done to the house or its furnishings will also be charged against the tenant's deposit. Cigarette burns, broken windows, carpet stains and/or chips in the appliances will be assessed on an individual basis.
- ( ) **Carpets must be professionally cleaned. Management will have this done and deducted from your Security Deposit.**
- ( ) Prior to the vacate date a move out walk through must be scheduled with our office. The walk through must be done no later than the next business day after the vacate date listed on the 30 day notice.
- ( ) At the time of walk through, the tenant shall return all house keys, mail box keys, and garage remotes. (All cleaning/repairs must be done prior to walk through). All release forms will be completed, adjusted and signed. The manager will then submit the request for deposit return to the accounting department for processing.

# Move-Out Requirements Check List

## Kitchen:

- Clean Stove Hood
- Change or clean stove hood filter (must be in "new" condition)
- Clean or replace drip pans (must be in "new" condition)
- Clean stove in/out, including lifting up stove top and cleaning under it
- Clean oven (make sure all oven cleaner is cleaned off)
- Clean the broiler pan and oven racks
- Oven bulb clean and working
- Floor under stove clean
- Pull out refrigerator, clean behind, on the sides and on the back
- Clean refrigerator (inside/outside)
- Refrigerator bulb clean and working
- Clean Freezer (inside/outside)
- Run dishwasher, clean trap, wipe off sides and front
- Clean cabinets and drawers (inside/outside)
- Remove any contact paper you installed
- Clean sink
- Floors swept clean and mopped including all corners and baseboards
- If applicable, microwave is to be cleaned inside and out
- If applicable, garbage disposal is to be free of debris

## Bathroom:

- Clean shower and bathtub
- Clean vanity inside and outside
- Clean sink and any surrounding tile
- Clean Mirror
- Clean toilet completely inside and outside
- Clean all light fixtures
- Floor swept clean and mopped including all corners and baseboards

## All Rooms/Misc:

- All holes in walls and or ceilings spackled
- All closets and shelves cleaned
- All blinds clean and dust free & in proper working order
- Light fixtures cleaned inside and out
- Light switches and outlet covers clean
- Base trim around carpet cleaned
- All carpets vacuumed
- All carpets must be professionally shampooed (if you have it done, you must submit a copy of the invoice or the charges will come out of your deposit)
- All windows and tracks cleaned and free of dust/cobwebs/bugs
- All screens dust free
- All light bulbs present and working
- Smoke detector/carbon monoxide batteries working
- All doors clean inside and out

## Exterior:

- Deck, patio, storage, or garage swept and clean
- Outside entry cleaned and free of all garbage
- Yard cleaned & weeds pulled
- All belongings removed from entire unit including garage, patio, and all common areas