

Hello,

This letter is regarding your upcoming move-out. We have included a copy of guidelines and reminders for leaving the property clean and rent ready to help maximize your security deposit funds. Your Lease Agreement requires that you leave the property in a clean and undamaged condition to make certain that the property is ready for the occupancy of another tenant in the most timely and efficient fashion.

As a reminder, your last month's rent, utility costs, yard care and any other contractually agreed upon obligations & expenses are your responsibility until the end of your notice to vacate. Please keep ALL utilities on through the 30th day of your 30-day notice. If utilities have been turned off prior to that date, a \$50.00 administrative fee will be charged to your account to have them turned back on. All other policies and procedures are also still in effect through this time.

A move-out inspection will be completed AFTER YOU VACATE and any damages or cleaning expenses, if any, will be charged against your security deposit. Please be sure to notify the office when you have fully vacated. Please note, we do not set appointments for move-out inspections as we typically have several to address at a time and unfortunately there is not a way to determine how long the prior inspections will take to complete.

You are expected to leave all keys (doors, mailboxes, pool, etc.) and garage door openers locked inside the property. If they are not present and noted in your lease agreement you will be charged for their replacement. PLEASE NOTE: if the office copy of the key to the property does not work at the time of the inspection, a locksmith will be contacted, and you will be charged for that expense.

- To ensure you receive a copy of your deposit disposition statement PLEASE make sure you provide our office with a forwarding address!

Do NOT turn off the heater or air conditioning unit upon vacating. Set the thermostat to 65 degrees in the fall and winter months and 75 in spring and summer.

A deposit disposition statement will be mailed to your last known address, or the forwarding address provided, within **30 days after moving out**. If for any reason, there is a delay in this process you will be notified via email.

We have appreciated your tenancy and wish you luck moving forward.

RentWise Property Management
208-949-3083
Office@RentWisePM.com

Move Out Cleaning Instructions

All properties are professionally cleaned, and the carpets (if applicable) are also professionally cleaned once the property is vacant (please note, using a personal a carpet cleaner or renting equipment is not considered professional services). To maximize your refund, please see our follow these cleaning guidelines:

ALL ROOMS

IF IT'S DIRTY, CLEAN IT. IF ITS DAMAGED, REPAIR OR REPLACE

Walls

Wipe clean. Remove all nails, stickers. Spackle as needed. (Do not use excessive spackle or sand as needed after applying) Please do not touch up paint

Light Fixtures

Take down, wash and return. Replace burnt out/fading bulbs

Switch Plates

Clean

Windows

Clean inside and outside including tracks and sills

Baseboards

Clean and dust

Mini blinds

Clean and dust

Floors

Vacuum or mop thoroughly. Clean baseboards

Ceiling Fans

Wipe down ceiling fan blades and A/C vents

Drapes

Wash accordingly and when applicable

Heat Registers/Grates

Clean and dust

KITCHEN

Cabinets

Clean inside and outside, remove any shelf paper unless was present prior

Drawers

Clean

Sink

Clean and disinfect

Walls

Wipe Clean, Check the area around the stove for grease
Clean burners pan and rings. Replace with new if they cannot be cleaned.

Stove

Oven

Use Self Cleaning Feature if Applicable
Clean broiler pan and place it in the drawer. Lift top of stove and clean. Clean hood fan.
Clean or replace the filter on the hood. Pull out and clean behind oven and sides, wall and floor.
Clean inside and outside including shelves, egg container, door, and drawers, remove kick plate in front and vacuum under and around coils. Pull the fridge out and clean the floor and walls

Refrigerator

behind. Do not unplug the refrigerator. Replace filter if applicable.
Clean inside and outside. Run an empty load while present to ensure no leaking occurs

Dishwasher

Microwave

Clean inside and outside

BATHROOMS

Bathtub & Shower	Should be cleaned with disinfectant including walls, remove water stains, hair.
Toilets	Should be cleaned with disinfectant inside & outside
Sinks	Should be cleaned with disinfectant
Cabinets	Clean inside, outside and wipe out drawers
Mirrors	Clean with glass cleaner
Floors	Should be cleaned with disinfectant including baseboards
Fan	Clean and dust
OTHER	
Furnace	Clean or replace the filter and wipe off vents
Ceilings	Remove any cobwebs
Smoke	
Detectors/Carbon	
Monoxide	Replace batteries if not working or missing
Closets	Vacuum and wipe down shelves and baseboards
Patio/Decks	Sweep and remove any debris, cobwebs
Fireplace/Woodstove	Clean out if applicable, clean glass and mantel if applicable Remove cobwebs, sweep out and clean up any grease/oil on floor or
Garage/Driveway	driveway. Should be freshly mowed, trimmed, and weeded. Remove any debris,
Yard	feces. Plan for all trash to be picked up, including hazardous waste items
Trash	such as TVs.

Please notify RentWise Property Management the date that utilities will be changed out of your name.