

## TENANT MOVE-OUT INSTRUCTIONS

1. To expedite the return of your deposit, we will need your forwarding address and phone number. We will issue one check for any security deposit refund. This check will be made out in one tenants' name. It is the tenants' responsibility to work out the details of distribution.
2. Return keys to our office by close of business on the move-out date. Our office is open Monday-Friday 9-5:30 p.m. You may also put the keys (properly identified) in the front door slot when the office is closed. Rent charges will continue until we receive the keys and all personal property is removed from the home.
3. If your property has oil heat, please have the tank measured by the oil company on your move-out day. Bring this information (on oil company letterhead) when you return keys to our office. If applicable, you will be credited for any oil remaining in the tank. If you do not have the oil tank measured, there will be an \$85.00 charge for Coeur d'Alene Property to make the appointment and have it measured.
4. The following checklist is a reminder of things to do prior to vacating the premises.

Review Tenant Cleaning Checklist ;

- ✓ All light bulbs working
- ✓ All household and yard debris removed
- ✓ All keys and garage door openers inventoried at move in, returned to office
- ✓ Remove all debris and arrange for final garbage pick up. Professional debris removal is very expensive and will be charges to your security deposit
- ✓ Mow, weed and rake yard

**Note: Holes in walls should not be spackled, as spackling necessitates walls being painted.**

The Rental Agreement signed at move-in stipulated the property be returned in the same condition received, normal wear and tear excepted. The "Property Condition Report" form signed at move-in, will be used to make this determination. Any alterations should be discussed with the Property Manager.

The Property Manager will inspect the property shortly after **all** keys are returned to our office.

Should you have specific questions, please call our office.

## **NORMAL WEAR & TEAR AND APPROXIMATE CHARGES TO DEPOSIT**

### **BLINDS & DRAPES**

**Cleaning**—Blinds are usually dusted by the cleaning crew. If dusting is insufficient and there is an additional charge for cleaning, your non-refundable cleaning fee will be used for cleaning drapes & blinds.

**Replacement**—If you have occupied the property for less than 36 months and drapes/blinds need to be replaced, you may be charged the full cost of replacement. If occupancy has been for more than 37 months, but less than 72 months, you may be charged half the cost of replacement.

### **PAINTING**

Interior paint is expected to last five years. If the property was freshly painted when you moved in and paint is needed again on your move-out, you will be charged:

- 100% if occupancy was 18 months or less
- 75% if occupancy was 19-30 months
- 50% if occupancy was 31-48 months
- 25% if occupancy was 49-60 months.

If the property was not freshly painted at your occupancy, you will be charged the pro-rated amount from the date of the last painting.

Any repair for wall damage will be an additional charge regardless of length of occupancy. Minimum charge for any wall repair is \$70.00. The cost of washing walls will be added to the other cleaning charges. Minimum charge for washing each wall is \$20.00. For difficult stains such as nicotine removal, cooking oil, candles or other residues, additional charges may be incurred.

### **CARPETING**

**Cleaning**—Owner/Agent may deduct the cost of carpet cleaning from your deposit regardless of whether Tenant cleans the carpet before delivering possession of the premises back to Owner/Agent.

**Replacement**—Carpet is expected to last 12 years. If the carpeting was new when you moved in and needs to be replaced at your move-out, you will be charged:

- 100% if occupancy is less than 60 months
- 75% if occupancy is 61-96 months
- 50% if occupancy is 97-120 months
- 25% if occupancy is 121-144 months

If the carpeting was not new at your occupancy, the pro-rated amount from the date of carpet installation will be charged. For carpet repair, stain or odor removal, additional charges may be incurred.

### **TRASH REMOVAL**

The entire cost of removal of trash or abandoned property will be withheld from the security deposit. The cost will be an hourly rate plus any dump fees, dumpster rental or trailer rental charges.

### **YARD MAINTENANCE**

The yard should be mowed, raked and weeded at the time of move-out. If yard work is needed to restore it to the original condition, the cost will be withheld from the security deposit. Approximate charge for yard maintenance is \$25/labor hour.

### **LIGHT BULBS**

Minimum charge for replacement bulbs is \$5.00 per bulb. This includes the cost of labor as well as the cost of bulb.