



A&G
RENTAL MANAGEMENT

MOVE OUT PROCEDURES

A. PRIOR to MOVE OUT:

1. We require our residents to give a minimum 30-day notice in writing prior to moving.
2. You can log onto our website at: **www.agrentalmanagement.com** and download the *30-day notice to vacate* form. Please complete the form. All lessees must sign the Notice to Vacate form and return to our office by email, mail, or in person. You can mail it to our office at: 1800 SW First Ave, Suite 640, Portland, OR 97201 or fax it to: **503-243-2805**.
3. *The 30 days Notice begins on the day we receive it in our office.*
4. It is the responsibility of the resident(s) to deliver all keys to our office. You are rent responsible until all keys have been returned to our office.
5. Please make sure you include your name and identify your rental property address as well as your forwarding address if you have not provided that to our office already. Garage door remotes can be left in the kitchen.

B. MOVING OUT:

1. Now that you are moving out, your lease agreement requires that you leave the property in a clean and undamaged condition. **Remember to CLEAN your rental property inside/outside to avoid any charges against your deposit because you will not be allowed to re-enter for additional cleaning or repairs after the move out inspection.** Funds withheld from the Security Deposit are for expenses incurred to return the property to the same condition as when you moved in.
2. We have every intention of returning your security deposit as long as you have fulfilled your agreement with us:
 - a) The following information is provided to help you get your security deposit returned without any misunderstandings:

- According to the terms of your lease, A&G Rental Management has 31 days to return your security deposit. Security deposits will be mailed to the forwarding address you give within 31 days after the move-out inspection. If you fail to provide us with a forwarding address the deposit and any correspondence will be mailed to your last known address. Refunds cannot be picked up at the office.
- We ask that you cooperate with showings of the property for sale or re-rental, keeping it in a presentable condition.
- Keys must be turned in on the date indicated on the Notice to Vacate Form. Keys not turned in on the vacate date will incur a daily pro rated rental charge until the keys have been returned.
- Please leave all garage door openers inside the property on the kitchen counter.

3. **UTILITY COMPANIES:** Call each Utility company and arrange for final readings.

**Utilities MUST BE ON during the inspection. If the utilities have been shut off for the move-out inspection, residents will be charged a \$50 trip charge if a vendor arrives to begin the turnover after move out and there is a utility that has been shut off. Any delays caused by the utilities not being turned on will delay the return of your security deposit. **

The following suggestions & helpful reminders are listed to ensure the maximum return of your security deposit. Also here are some helpful reminders of items that many people overlook or forget upon vacating. Please use this checklist as a guideline.

INSIDE the HOME:

- a) All personal belongings must be removed from the premises.
- b) PAINTING: Please remove all nails - do not fill holes caused by picture hangers, or touch up paint without approval. If you paint & it does not match or if you do a poor job of filling holes, you will be charged for the necessary painting to match the existing paint or to redo spackling. Charges for painting depend on length of time in the property and whether it exceeds normal wear & tear.
- c) CARPET CLEANING: The Carpets will be cleaned when you move out and this expense will be charged and deducted from your security deposit.
- d) Clean vinyl, wood and/or tile flooring. Clean and dust all baseboards.
- e) Be sure to clean or replace air conditioning and heating filters as you vacate the property. HVAC and water heater enclosures should be vacuumed.

- f) Walls and ceilings must be cleaned and free of cobwebs and lint and spot clean walls as necessary.
- g) Clean fireplace, hearth and mantle, remove ashes and debris. Be sure hot ashes are properly extinguished prior to disposing.
- h) Clean ALL wall switch plates and outlet covers.
- i) Clean ALL windows inside and out, clean window sills, mini-blinds and vertical slats thoroughly. Be careful not to bend or damage the slats when cleaning.
- j) Clean mirrors, window and sliding glass doors with glass cleaner. Also clean window and sliding glass door tracks.
- k) Clean ceiling fans & light fixtures Replace burned out or missing light bulbs, be sure to use the correct wattage and type. Replace broken globes. Make sure the ceiling fan blades including the top and light kits are clean. Also check the ceiling surrounding all fans. Often dust has gathered by the fans and adheres to the ceiling. One of the easiest ways to clean this is to lightly sweep the ceiling with a broom.
- l) Smoke alarms and Carbon Monoxide Detectors must be operative. Replace batteries as necessary.
- m) Clean ALL closets, storage spaces and shelving free of dust, spider webs and miscellaneous debris.
- n) Clean Kitchen appliances inside and out, replace burned-out light bulbs: Clean oven, stove and under drip pans. If the drip pans and rings on the range are not clean and in like-new condition, it would be more economical for you to replace them yourself, rather than to be charged for them. Foil covering drip pans is not acceptable.
- o) Clean oven/range hood vent including filter. Wash out refrigerator and compartments, including freezer. Don't forget to wash off the top exterior of the refrigerator and clean the rubber gasket around refrigerator and freezer door. Clean bottom vent.
- p) Clean dishwasher. Run empty dishwasher one last time. Use the normal amount of soap you would use for a full load. Wipe down the gasket and the door and do the surrounding areas.
- q) Be sure garbage disposal is clean and free of debris. (Do not use fingers to check) Return/replace sink stoppers.
- r) All Countertops, cabinets and drawers must be cleaned.

- s) All cabinets must be cleaned - Thoroughly clean and wipe the inside & outside of all cabinets.
- t) All drawers must be cleaned - Thoroughly clean and wipe the inside of all cabinet drawers and shelves. Clean sinks, faucets and countertops - free of stains, scale and rust. Return stoppers to sink.
- u) Clean Bathrooms: Clean counter tops, sink(s), soap dishes, tiles, fixtures, tub and/or showers. Be certain they are free of mold/mildew, soap scum, scale and rust.
- v) Clean mirrors, light fixtures and medicine cabinets. Thoroughly clean and wipe the inside & outside of all cabinets. Thoroughly clean and wipe the inside of all cabinet drawers and shelves. Clean toilets inside and out and remove all lime deposits. Clean toilet seat surfaces, top and bottom. Mop or vacuum flooring. Do not use scouring power to clean acrylic or fiberglass tubs. It will ruin the finish.

OUTSIDE OF THE HOME:

- a) Lawns must be neatly mowed and edged, trees and shrubs trimmed or pruned, yard watered and all trash and debris removed.
- b) Any (Pet) droppings are to be picked up and disposed of.
- c) All trash and garbage must be removed from the premises (including curbside). If you have trash that exceeds the normal pickup, you are to arrange to have it hauled away. Failure to have trash picked up will result in a charge for the pick up. Cost varies based on the amount of trash to be picked up.
- d) Replace damaged screens and windows.
- e) Walkways, driveways, patios and garage floors must be cleaned and free of oil, grease and other debris.
- f) Repair pet damage and treat for fleas / ticks etc.
Clean outdoor light globe(s), replace burned out or missing light bulbs.
- g) Our experience has been that after the work and stress of moving out, residents may be too tired to clean the house. We recommend considering a professional cleaning company. Properties left extra dirty (beyond normal will be assessed extra cleaning charges).
- h) If you hire a professional cleaning service you should provide them a list of what we expect and oversee and inspect their work.

i) Please follow the above instructions carefully. If the house does not meet the prerequisites after the inspection, applicable charges will be made with no **exceptions.**

j) Residents are not permitted back on the property after vacating. Upon leaving, please be sure to fully secure the property by locking all windows and doors.

k) We have compiled a list of average charges. Nothing herein shall be construed as a limitation on management's rights to pursue resident for damages not specifically listed herein:

l) These estimated prices may not include trip charges or labor.

POTENTIAL CHARGES TO SECURITY DEPOSIT :
GENERAL CLEANING CHARGES:

Clean Carpet	\$150.00	+	Oven/ Drip pans, etc.	\$35.00	+
Refrigerator	\$40.00	+	Freezer	\$20.00	+
Counters/Cabinets	\$5.00	+	Toilet	\$30.00	+
Drawers/Sinks	\$5.00	+	Bathtub	\$30.00	+
Dishwasher	\$20.00	+	Mirrors	\$10.00	+
Mini-Blinds	\$20.00	+	Windows	\$10.00	+
Vertical Blinds	\$35.00	+	Floors	\$30.00	+
Ceiling Fans	\$25.00	+	Patio	\$25.00	+
Sliding Glass Door	\$25.00	+	Clean Garage	\$50.00	+
Cleaning dirty vent a hood	\$35.00	+	Furniture Removal	\$75.00	+
Cleaning walls/ baseboards	\$35.00	+	Switch Plates	\$5.00	+
Re-keying when no keys are returned	\$85.00	+	Battery for smoke alarm	\$10.00	+
Trash Removal from interior of house	\$65.00	+	Light bulb replacement	\$1.00	+
Trash Removal from exterior of house	\$65.00	+	Florescent bulbs	\$20.00	+
Wash windows and tracks	\$20.00	+			
Cleaning Fireplace	\$35.00	+	does not include chimney		
Removal of animal waste/ feces	\$50.00	+	Reinstall Doors on Track	\$30.00	+
Landscape/ flower beds, etc.	\$150.00	+	Service call / Trip Charge	\$50.00	+
Toilet Seat	\$40.00	+	AC filter	\$15.00	+
Blind replacement	\$35.00	+	Garage/ gate remotes	\$50.00	+

These minimum charges are subject to change at any time without notice.

COST AND LABOR WILL BE CHARGED FOR: Counter Repair * Carpet Replacement * Vinyl Replacement * Drywall Repair * Painting * Mow and Trim Lawn * Trim Shrubs

C. SECURITY DEPOSITS RETURNED AFTER MOVE OUT AND KEYS RETURNED:

1. We will conduct a final move-out inspection after all furnishings have been removed and all CLEANING has been completed and all of the keys have been returned to A&G Rental Management.
2. The accountant will review your Move-In Checklist and the reports from the maintenance personnel after your move-out to determine if there will be any charges against your security deposit. Damages beyond Normal Wear and Tear not documented on the Move In Inspection Checklist form will be charged against your security deposit.

**If you have any questions please send us an email at manage@agrentalmanagement.com

We hope you have a pleasant move and wish you good luck in your new home.

Thank you for your understanding and cooperation.