

Move-Out Requirements

OFFICE USE ONLY

Tenant(s) _____ Address _____
Date Received 30-Day Notice: ____/____/____ Lease Termination Date: ____/____/____
Prorated Rent Amount: \$ _____ Prorated Rent Due Date: ____/____/____

Last Rent Payment Submission

Rent is owed for the full 30 days following the date we received your notice online. Your security deposit may not be used for your final rent payment. Your final rent payment must be paid on the first day of the month. If your final rent payment is not received by the 3rd day of the month by 5:00p.m., the standard \$50.00 late fee will apply.

Professional Carpet Cleaning

As stated in your rental agreement, the rental must be left in the same condition as the day you moved in with exceptions to normal "wear and tear". If unit has carpets, you must schedule an appointment to have them professionally cleaned. For appointment call Clean Way Carpet: 406-788-5239. (ALL OTHER PROFESSIONAL CARPET SERVICES, MUST BE APPROVED BY JKRPM)

Property Inspection

After the inspection, should there be any issues regarding cleaning or damages to the property, you are granted **24 hours** to remedy those issues. As a follow-up, a second inspection will be done to verify that the issues have been properly fixed. For information to schedule inspection, please refer to below (Move-Out Checklist (Per Rental Agreement))

Return of Security Deposits

If the tenant has not completed the cleaning or corrected the damages within 24 hours after the inspection, the landlord has 30 days to reconcile disbursement of the security deposit. If the tenant returns the property to the move-in condition, as determined by the inspector, the security deposit and key deposit (if applicable) will be returned within 10 days of the inspection.

According to MCA70-25-205, tenants must provide the landlord with a forwarding address. Please do not forget to submit your forwarding address with your final rent payment, as it is the address we use to return all deposits.

Move-Out Checklist (Per Rental Agreement)

1. Clean rented property thoroughly. (Attached is a cleaning checklist, which will be used during the inspection).
2. All lighting fixtures must have working light bulbs. (\$5.00/ each missing or burnt out bulb)
3. All smoke and carbon monoxide detectors must have new batteries. (\$4.00/ each battery replaced by landlord).
4. Schedule an appointment with **Clean Way Carpet Cleaners (406-788-5239)** to have carpets professionally cleaned.
5. We contract out our inspection process to a third party. **You need to schedule an inspection appointment with Pam's cleaning service (590-9127).** Note: Inspections go off of move in checklist that you received at the beginning of your tenancy. (The property cannot be inspected until after the carpets have been cleaned by Clean Way)

If you have any questions, please feel free to contact us. We want to make your move-out experience as easy as possible and we are happy to make further clarifications of the move-out procedure.

Required Cleaning for Return of Security Deposit

"Give it the white glove standard."

The following is a list of cleaning which is required upon vacating your apartment. Preferably, cleaning will be completed by the tenant. However, if the tenant abandons, refuses, or is unable to clean the rental to our standards, J & K Property Management will hire a professional cleaning company. Professional cleaning costs are \$25.00/hour and will be deducted from the tenant's security deposit. If the security deposit does not cover the cleaning and repairs of the property, J & K will seek further reimbursement from the tenant.

1. **Stove:** stove will be cleaned inside and out, as well as burner plates and underneath the range lid and the exhaust fan above the stove. Stains, food particles, baked on food, grease, fingerprints must all be cleaned away. For self-cleaning ovens, oven racks must first be removed before cleaning cycle is initiated. DO NOT use oven cleaner for self-cleaning ovens. Be very cautious when using oven cleaners. J & K recommends the use of masks and extreme attention to the directions and warning labels so that you do not harm yourself or the property.
2. **Refrigerator/ freezer-** leave refrigerator ON at a low energy setting. Clean out all food, food particles, grease, dirt, and fingerprints inside and out of the fridge- including the door seals and handles. Defrost the freezer and remove any excess water remaining inside freezer. Clean the top of the fridge unit as well as pull it out away from the wall to clean behind and underneath it.
3. **Cabinets-** all cabinets will be empty and clean inside and out. Pledge works well for this task.
4. **Flooring-** All laminate flooring must be swept and mopped, old wax stripped, all scuffmarks removed, and new wax applied.
5. **Walls-** All nail and picture hangers will be removed from walls. **Please DO NOT attempt to spackle or fill holes in wall!** Fingerprints and smudges must be washed. Mr. Clean Magic Erasers, Basic cleaners or warm-soapy water works well.
6. **Lights/ Light Switch Plates-** all burned out or missing light bulbs must be replaced. (Additional charges apply if bulbs must be replaced by J & K). Light fixtures must be dust free. Switch plates must be void of any fingerprints and smudges.
7. **Doors-** All doors must be washed on both sides- Magic Erasers work well for this task.
8. **Trash-** All trash will be removed from the unit, yard, garage and/or storage areas.
9. **Closets-** Closet shelves, floor, walls, doors, door tracks and rod must be completely clean and free of dust and debris.
10. **Windows-** windows and window sills must be cleaned inside and out
11. **Window coverings-** window coverings will be cleaned according to manufacturer's instructions. Ask if you have questions. Rods and brackets must be cleaned also.
12. **Bathrooms-** Sinks, Toilets, Tub/shower, cabinets, and mirrors must be thoroughly cleaned with antibacterial cleaners. Don't forget to clean base of toilet and behind toilet as well as inside the cabinets below the sink vanities.
13. **Baseboards-**All baseboards must be washed- again, Magic Erasers are great tools for this task.
14. **Garage/ Storage Areas-** All possessions will be removed. Oil spots must be treated and garages/ storage areas swept clean.
15. **Yard** (if applicable)- mow, trim and water before vacating. And clean up all animal waste, if your unit allows pets!
16. **Carpets-** All carpets will be professionally cleaned by Clean Way (788-5239) and receipt must be provided to J & K. Remember, that CleanWay is very busy and you will need to make an appointment with them after you have finished all the cleaning and before J & K inspects the property.
17. **Heating/Cooling-** Have your thermostat set no lower than 55 degrees! (If damages result do to not doing this, the tenant will be responsible for charges) **Also if you have forced air furnace, Filter needs to be changed!**
18. **Smoke/CO 2 Detectors-** Detectors need to be in place, and fresh batteries installed.

When cleaning is complete, call Pam's Cleaning Service (590-9127) to schedule an inspection.

Note: Tenant is responsible for rent until keys have been returned to J & K Property Management. Tenant will be charged a damage fee if any vehicles are driven onto the lawn in order to move possessions.