



Move-Out Process and Requirements

Last Rent Payment

Rent is owed for 30 days from the date the notice is received or issued by JK RPM. Rent for the last month remains due on the 1st day of the month; the late fee policy remains the same for the final month. As stated in the lease, security deposit funds may not be used for the final rent payment.

Move-Out Checklist

A list of "Required Cleaning for Return of Security Deposit" follows on the next page. Complete the cleaning before your move out inspection. The rental unit must be left in the same condition as it was at the time of move in with the exception for normal "wear and tear".

Move-Out Inspection

Tenants are responsible to make a move out inspection appointment. Please refer to the move out instructions that were emailed to you when you submitted your move out notice; the name and phone number to call to schedule your inspection is shown there. You will receive a move out inspection report at the time of the inspection. If there is anything that needs further cleaning your report will state what needs to be done. By Montana law you will have an additional 24 hours to complete the cleaning items on the inspection report. You will not receive a 2nd inspection report. **There is no cost to tenant for the move out inspection.**

Professional Carpet/Upholstery/Mattress Cleaning

If the unit has carpets or it is a furnished unit, tenants are required to have these things professionally cleaned. Please refer to the move out instructions that were emailed to you for the name and contact phone number to call in order to schedule these services. Tenants are responsible for these cleaning charges and are to pay the cleaning company directly before the services is performed.

Key Return

After the move out inspection and carpet/upholstery/mattress cleaning have been done, return all keys, fobs, garage door openers along with the move out inspection report and paid carpet cleaning receipt **to our office**. Keys that are left in the rental unit are not considered returned. Rent is charged for each day keys remain in your possession. Keys will be signed in in the same way they were checked out. You will be asked to verify your forwarding address, phone and email address to ensure you will receive your security deposit disposition.

Utilities

Utilities that are the responsibility of the tenant as required in the lease must be paid current at the time of move out. Provide proof of current status for all utilities; failure to do this may delay the return of your security deposit. It is the responsibility of tenants to contact utility companies to take service out of their name to be effective on the 30th day after notice (unless obligated under remaining lease end date).

Security Deposits

Security Deposits will be processed in accordance with M.C.A. Section 70 Chapter 25. If all move-out requirements have been fulfilled and there are no utilities are owing the security deposit will be processed and mailed within 10 days from the date keys were returned to our office. In all other circumstances the security deposit disposition will be issued by the 30th day from the date keys were returned to our office. Rent may be charged for the days required to return a unit to rent ready condition.

Required Cleaning for Return of Security Deposit

"Give it the white glove standard"

Tenants are required to clean the rental unit at the time of move out. If a tenant hires a professional cleaning company the unit must meet the move out inspection standards. The tenant will be responsible for bringing the unit to the cleaning standard if the initial inspection reveals deficiencies.

- 1. Stove:** Stove will be cleaned inside and out as well as burner plates and underneath the range lid don't forget the exhaust hood and fan above the stove. Stains, food particles, baked on food, grease, and fingerprints must all be cleaned away. For self-cleaning ovens, oven racks must first be removed before the cleaning cycle is started. 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 the user or unit is not harmed.
- 2. Refrigerator/freezer:** The refrigerator should be left ON a low energy setting. Remove 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 behind and beneath it. Magic Eraser works very well on appliances.
- 3. Cabinets:** All cabinets must be empty and clean inside and out.
- 4. Flooring:** All laminate flooring must be swept and mopped and all scuff marks removed.
- 5. Walls:** Remove nails and other hangers from walls. **DO NOT attempt to spackle or fill holes in walls.** Fingerprints and smudges must be washed. Mr. Clean Magic Erasers, basic cleaners or warm-soapy water work well.
- 6. Lights/Light Switch Plates:** All burned out or missing light bulbs must be replaced. (Additional charges apply if bulbs must be replaced). Light fixtures must be dust and insect free. Switch plates must be free of any fingerprints and smudges.
- 7. Doors:** All doors will 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 storage areas. Sweep entry ways, garage and storage spaces.
- 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. All windows must be closed and locked.
- 11. Window coverings:** Window coverings will be cleaned according to manufacturer's instructions. Ask if there are any questions. Rods and brackets must be cleaned also.
- 12. Bathrooms:** Sinks, toilets, tub/shower, cabinets, walls, and mirrors must be thoroughly cleaned with antibacterial cleaners. Don't forget to clean the base of the toilet and behind toilet as well as inside the cabinets below the sink vanities.
- 13. Baseboards:** All baseboards must be washed. Again, Magic Eraser is a great tool for this task.
- 14. Garage/Storage Areas:** All possessions will be removed. Oil spots must be treated and garage/storage areas swept clean.
- 15. Yard (if applicable):** Mow, trim, and water before vacating. Clean up all animal waste where present.
- 16. Carpets/Upholstery/Mattresses:** All carpets will be professionally cleaned refer to the move out instructions that were emailed to you when you gave 30 Day Notice to Vacate.
- 17. Heating/Cooling:** Set thermostat no lower than 55° degrees in cold weather! (If damage occurs due to this not being done, the tenant will be responsible for charges.) Change filter(s) if there is a forced air furnace in unit. Wipe dust from wall heater units.
- 18. Smoke/CO2 Detectors:** Detectors need to be in place and fresh batteries installed.