



MOVE-OUT CHECKLIST

- All tenants moving out must individually submit a 30 Day Notice. If one or some tenants plan to remain, each must submit updated proof of income and/or rental application (no application fee applied) if a tenant for more than 6 months.
- Contact our office at 406-866-2216 to schedule a Move-Out Inspection.
- Schedule a professional carpet cleaning for the week of your move-out. Our preferred professional Carpet cleaning company is Cleanaway Carpet Care at 406-788-5239 or you may contact another company. Carpet Cleaning MUST be completed by a truck-mounted hot water extractor.
- Contact your utility providers (ex: electricity, sewer, garbage, water, etc.) and notify them of your projected move-out date. Utilities must remain in your name until you move out.
- Thoroughly clean your unit from top to bottom. Cleaning must be upheld to the standard of “military white glove” inspection. Review our cleaning list for details.
- At the time of your Move-out Inspection, if you are issued cleaning deficiencies, you have 24 hours to complete them or you may opt to have our professional cleaners complete them as a charge from your security deposit.
- Upon the final day of move-out, set your thermostat no lower than 55° in cold weather. If damage occurs due to negligence, 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, floor registers, and thermostats.
- Turn in all unit keys at our office at 203 Smelter Ave NE during operating hours the last day of your tenancy. Please bring the following items:
 - All keys issued to you
 - Receipt of professional carpet cleaning
 - Move-out Inspection
 - Proof of utilities are free and clear of any remaining balances
- Pay final rent by the 1st day of the month to avoid late fees.



MOVE-OUT CHECKLIST

VERIFIED & TRUSTED SERVICE PROVIDERS

Carpet Cleaners

Cleanway Carpet Care, Inc 406-788-5239

Cleaning Services

Pam's Clean Up 406-590-9127

Yard Services

Maintenance by the Yard, LLC 406-590-0686

RECOMMEND CLEANING SUPPLIES

Flooring

Swiffer wet
Mr. Clean Floor Cleaner
Broom
Sponge Mop
Dry/Wet Swiffer floor wand

Cabinetry

Clothe rags
Swiffer duster
Vacuum with hose accessories
Murphey's oil for Wooden Cabinets
Mr. Clean Magic Erasers

Dusting

Clothe rags
Swiffer duster
Murphey's oil

Walls and Fixtures

Mr. Clean Magic Erasers

Appliances and Countertops

Mr. Clean Magic Erasers
Clorox Clean-up
Formula 409 Multi-Surface Cleaner
Windex (shines porcelain and chrome)
Clothe rags

Bathrooms

Clorox Bathroom Cleaner
Scrubbing Bubbles Foaming Disinfectant
Lysol Toilet Bowl Cleaner
Kaboom Foam-Tastic Bathroom Cleaner
Pumice stone (scrubbing procelein)
S.O.S pads and sponges
2 gal. bucket
Mop
Broom
Swiffer wet
Murphey's oil (wooden cabinetry)
Windex



MOVE-OUT CHECKLIST

SECURITY DEPOSIT RETURN REQUIREMENTS

"Give it the military white-glove standard"

Tenants are required to clean the rental unit by 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 ensuring the unit is cleaned to the highest standard at the time of move-out inspection and/or correcting all cleaning deficiencies as itemized at the time of the move-out inspection.

1. **Stove** will be cleaned inside and out to include burner plates, oven racks, underneath the range lid, exhaust hood, exhaust fan, inside warmer drawer, and underneath the oven by removing the warmer drawer to gain access. 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 product label instructions and warning labels.
2. **Refrigerator/Freezer** should be left ON a low energy setting. Remove all food, food particles, grease, dirt, and fingerprints inside and outside of the fridge. Ensure all door deals and handles are also wiped down and free of debris and build-up. Defrost the freezer and remove any excess water remaining inside. Clean the top of the fridge unit as well as behind and beneath it.
3. **Cabinets/Drawers** must be emptied, wiped down inside and out, free of crumbs or other particles.
4. **Flooring/ baseboards** must be swept, mopped, and polished with all scuff marks removed. Baseboards must be wiped clean.
5. **Walls/ Ceilings** must be free of nails and other hangers. DO NOT attempt to spackle or fill holes. Dirt, grime, fingerprints, and other scuffs must be completely washed off. Be sure there are no cob webs.
6. **Lights/ Switch Plates/ Outlets** must be cleaned and free of grime and fingerprints. Burnt out lightbulbs need to be replaced. Light fixtures must be dusted and free of insects. Additional charges will be accrued for any light bulbs that have not been replaced or missing.
7. **Doors** must be washed on both sides as well as around the outside of the door and the door frame.
8. **Closets** must be free and clear of dust, debris, and personal belongings. All shelves must be wiped down. Floors, walls, doors, door tracks, and rods must be completely cleaned.
9. **Windows/ window panes/ window frames/ window coverings** must all be washed with no streaks, finger prints, or dust. Coverings should be cleaned according to manufacturer's instructions. Rods, brackets, and window frames must all be wiped down and free of dust.
10. **Bathrooms** must be completely cleaned and sanitized using antibacterial cleaners. Sinks, toilets, tub/showers, cabinets, and walls should all be vigorously scrubbed and shined. Don't forget to clean the base of the toilet, behind the toilet, and hinges of the toilet. All cabinets and drawers must be wiped down inside and out, free of debris and dust, and polished.
11. **Garage/ Storage Areas** must be cleared of all personal items. Oil spots must be treated and floors must be swept clean.
12. **Yards** must be mowed, trimmed, and watered if weather permits. Animal waste must be disposed of.
13. **Smoke/CO2 Detectors** need to be in place and fresh batteries installed. Missing or inoperable batteries will be replaced for an additional security deposit charge.



MOVE-OUT CHECKLIST

FREQUENTLY ASKED QUESTIONS

How Do I know what I owe/how to calculate last rent payment?

Rent is owed for 30 days following the time you submit a 30 Day Notice. Rent is due the 1st day of the month. All late fees apply for late payments. Use the following equation to estimate your pro rated rent. Rented Days are the days between the 1st of the month through the day of your move out.

$$\begin{aligned} \text{Monthly Rent} \div 30 &= \text{Daily Rate} \\ \text{Daily Rate} \times \text{Rented Days} &= \text{Pro Rated Rent Payment} \end{aligned}$$

What is a Move Out Inspection and How Do I Schedule One?

There is no cost to tenant for the move out inspection, but a Move Out Inspection is required to occur within the last week of your 30 days. It is your responsibility to contact our office at 406-866-2216 to schedule an inspection as soon as you submit your notice. A licensed property manager will perform an inspection at the scheduled time. You may choose to be present or not. S/he will do a complete and thorough walk-through your unit to inspect all areas for proper cleaning. It is in your best interest to carefully review the “Required Cleaning For Return of Security Deposit” list to ensure your unit is cleaned to our standard at the time of your inspection. Upon the completion of the inspection you will be provided with a detailed list of any deficient cleaning. By Montana law, you will have an additional 24 hours to complete/correct any required cleaning. After the 24 hour period ends, whatever cleaning has not been accomplished will be deducted from your security deposit to be cleaned professionally in order to make your unit rent-ready for the next tenant to move in.

Keep your move-out inspection report! You will be asked to submit it when you turn in your keys.

How much cleaning do I need to do before I move out?

A list of “Required Cleaning for Return of Security Deposit” follows on the next page. Complete the cleaning **before** your scheduled move out inspection. This is your opportunity to ensure that 100% of your security deposit is returned, less property damages that do not include normal wear-and-tear.

Who Cleans the Carpets? Upholstery? Mattresses?

If the unit has carpet and/or furniture, tenants are required to have them professionally cleaned prior to move-out. Please note whatever service provider you use must be licensed, insured, and must utilize a truck-mounted hot water extraction method of cleaning. Tenants with pets are also required to have the carpets professionally deodorized which can be done by the carpet cleaners.

Keep your carpet cleaning receipt! You will be asked to submit it when you turn in your keys.

Key Return

At the end of your 30 days, you will need to turn in all keys, garage door openers, and/or key fobs to our office at 203 Smelter Ave NE along with your carpet cleaning receipt and move-out inspection report.

Keys that are left in the rental unit are not considered returned. Rent is charged for each day keys remain in your possession. You will be asked to verify your forwarding address, phone and email address to ensure you will receive your security deposit disposition.

When can I expect to get my security deposit back?

We process all security deposits in accordance with M.C.A. Section 70 Chapter 25 which states that there are any property damages, incomplete cleaning, unpaid utilities, or other circumstance in which your security deposit may be charged, you will receive your security deposit within 30 days. If all move-out requirements have been fulfilled, the security deposit will be processed and mailed to the forwarding addressed you’ve provided us with within 10 days from the date keys were returned to our office.