



INTEGRITY

PROPERTY MANAGEMENT

Move Out Instructions

We understand that your last few weeks of residence will be exceptionally busy ones; however, we do request that you attend to a number of small but important details.

- We must know the exact date you will be moved out and the home must be completely vacant so we may represent the property as being available for new tenants.
- If vacating in the winter, set the thermostat at 60 degrees to prevent freezing of pipes.
- We must have your forwarding address.
- All utilities must remain on until the day of your move-out unless otherwise authorized in writing. To avoid extra charges, contact utility companies to inform them of your move-out date.

Please remember that a certain amount of cleaning is expected of you when you move out. It is our goal to refund 100% of your security deposit and by following the checklist below you will help us achieve that goal. If you need assistance with any of these items, we have a list of professionals that we can refer.

Kitchen

- All exhaust fans and vent covers should be in working order and clean of dust and grease. Filters can be washed in the dishwasher.
- Kitchen cabinets, shelves, drawers, and countertops must be washed inside and out and all shelf liners removed.
- Refrigerators must be cleaned inside and outside. They must also be pulled out and all dust and dirt removed from the back, sides, floor, and walls surrounding the appliance. Leave refrigerators running; do not disconnect or turn them off.
- Stoves, ovens, cooktops and microwave must be cleaned inside and outside including areas around and underneath them. Do not use steel wool or any other pad that may scratch appliances. Be sure to operate the self-clean cycle if applicable.
- Dishwashers and trash compactors must be cleaned inside and outside, especially the inside lip of the door.
- All sinks, faucets, and garbage disposals washed out and wiped clean.
- Kitchen walls and floors must be washed and free of stains, dust, dirt, and grease.

Bathrooms

- All bathroom floors and walls must be cleaned with particular attention paid to the grout and caulking.
- All tubs, showers, sinks and toilets must be cleaned, disinfected, and free of soap scum and cleaner residue.
- All cabinets, vanities, and drawers must be cleaned inside and outside and any shelf liners removed. All mirrors should be wiped clean.

All Rooms

- If you made any alterations to the home, including painting, you must restore it to its original condition unless otherwise agreed to in writing.
- All non-carpeted floors should be free of stains, dust and debris and should be mopped.
- All windows, screens, window sill must be washed.
- All window treatments such as curtain rods, shades and blinds that were provided must be cleaned and left in good working order.
- Sliding glass doors must be wiped and the door tracks cleaned.
- All walls, ceilings, and closet interiors must be free of smudges, grease and food stains. A light cleaner such as "softscrub" will remove black marks from walls.
- All woodwork, moldings, doors, baseboards and trim must be free of dust, dirt, and debris.
- All electrical outlets and switch plate covers must be free of dirt and smudges.
- All light bulbs must be in working order and light fixtures cleaned inside and out.
- All smoke and carbon monoxide alarms must be in working order with fresh batteries.
- Laundry and utility rooms must be free of dust, dirt and debris.
- If washing machine and dryer are present, they must be cleaned inside and outside, including floor.
- A/C and furnace filters must be changed.
- All fireplaces must be broom swept and free of ashes, wood, and debris.
- Chimneys should be professionally cleaned with invoice of work provided to management.
- Any planter shelves must be cleaned of dust, dirt and debris.
- All ceiling fans must be dusting, clear of debris and operational.

All carpeted surfaces including steps will be contracted by Integrity Property Management and the actual cost will be deducted from your security deposit. Or you may contract with a professional carpet cleaning company and provide invoice of work to management. Do-it-yourself carpet cleaning is not acceptable.

Grounds

- All trash, yard debris, and personal items must be removed from the property. If trash collection is not scheduled for the day you vacate, please make arrangements ahead of time to have the bulk items removed prior to that date. A minimal amount of trash may be left at the curb or pickup point.
- All flower and shrub beds must be clean and free of weeds, leaves, and debris. Be advised, we do not consider leaves and debris as mulch. Install new mulch as needed.
- All shrubs must be neatly trimmed.
- All grass must be cut & edged and free of debris.
- All walkways, patios, and porches must be swept and free of weeds.
- All oil stains must be removed from the garage and/or driveway.
- The garage must be swept clean and all cob webs from ceilings and walls must be cleared.
- All dog feces must be removed.
- All holes in lawn filled with soil.

Keys

- On the day of your move-out, please leave all keys, garage remotes, access cards, etc. in a top kitchen drawer. When you are 100% done at the property, please lock the front door behind you and call 541-414-4477, opt 3 to notify that you have moved out. You will not be allowed to access the property after this time for any reason.

Security Deposit

- We have 31 days to send you an itemization of your security deposit upon two events occurring: (1) you surrender the property (turn in keys...see above 'Keys'); and, (2) you provide us your forwarding address.
- If you would like to receive your security deposit in 7 days, you may request an "expedited security deposit return" for a service charge of 10% of your net security deposit. You must submit this request via email before the lease expiration date (your move-out date).

NOTE:

- All cleaning, yard work, etc. must be finished on or before the lease expiration date (your move-out date). Should you not fulfill all of these obligations, they will be completed for you by Integrity Property Management at your expense.

Estimated Costs

Prior to your move-in, your rental property will be clean, and any carpet will be professionally cleaned. Upon your move-out, the unit is expected to be in the same clean condition.

Upon move-out, the following items will be inspected and considered with respect to possible deductions from your security deposit. The prices shown are approximate costs. Final deductions will be based on the actual cleaning or repair costs incurred by us from the respective contractor.

1. Haul trash, debris, unclaimed items to city landfill.	\$200.00 + dump fee
2. Clean stove	\$50.00
3. Clean refrigerator	\$50.00
4. Clean blinds	\$40.00 each
5. Mop and wax all uncarpeted floors	\$25.00/ room
6. Clean bathroom(s)	\$30.00/ room
7. Vacuum Carpet	\$15.00/ room
8. Professional Carpet Cleaning	\$40.00/ room
a. Topical Pet Treatment	Actual Cost
b. Ozone Machines (dog or other smell)	Actual Cost
9. Clean all mirrors, cabinets, drawers, and shelves	\$20.00/ room
10. Replace missing or burned-out light bulbs	\$5.00/ each
11. De-flea or other pest control	Actual Cost
12. Remove pet feces from any area	\$50.00 +
13. Replace dirty A/C Filter	\$20.00 each
14. Mow and trim lawn	\$75.00 +
15. Weed and mulch beds	\$100.00 +
16. All other	Actual Cost