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MOVE-OUT EXPLANATIONS

PROPERTY ADDRESS: Click or tap here to enter text. (“The Property”)

Your lease agreement requires that you leave the property clean and in the same condition in which you found it when you moved in, subject only to normal wear and tear as per your Originating/Terminating Report.

The instructions referenced below must be complied with to receive a full refund of your security deposit. If you do not clean in accordance with the required specifications detailed below, you will be held liable for reasonable cleaning charges – including charges for cleaning carpet, walls, appliances, etc that are soiled beyond normal wear.

PREPARING FOR MOVE-OUT:

1. Provide written notice of your intent to vacate at least a MINIMUM of twenty days prior to your expected move out.
2. Complete change of address cards for the Post Office.
3. Provide forwarding address for security deposit refund letter. If this is not provided your refund, if any, will be made available for pickup at our Des Moines office during our normal business hours.
4. Utilities must be transferred back into the owner’s name as of your move-out date and MUST REMAIN ON during the final move-out inspection. If the utilities are not on for the Move-Out inspection, resident(s) will be charged a \$150.00 return inspection fee and any charges related to re-activating the utility accounts. It is your responsibility to cancel garbage, phone and cable. Contact power, gas, water, sewer and waste management companies and provide them with your move-out date and forwarding address for final bill. For any utility accounts where final bills have not been issued by the utility company prior to Resident’s Security Deposit Refund being issued the following amounts will be held back from Residents’ Security Deposit Refund until the final bills are issued and the appropriate final calculations can be made.

1 bedroom: \$150; 2 bedroom: \$250; 3 bedroom: \$350; 4+ bedroom: \$500

Resident(s) Initials: _____

5. If vacating in the winter, set the thermostat no lower than 55 degrees to prevent freezing of the pipes. You will be responsible if the heater is turned off or is below 55 degrees.
6. **ALL** Keys, common area security fobs, garage door openers, etc, must be returned by or on the date of your final move-out inspection or pro-rated rent will be charged daily until they are returned.
7. Resident understands and accepts that Property Manager will schedule with a professional carpet cleaning company of Property Manager’s choosing that will be performed after Resident has fully vacated the property. The cost of the carpet cleaning shall be deducted from the Resident(s)’ security deposit.

Resident(s) Initials: _____

Further, the carpet should be at a minimum as it was when unit was first occupied by Resident less normal wear and tear. Burn marks, rips, tears, missing sections, stains, and/or pet urine odor and/or damage are not

considered normal wear and tear. Any damage to the carpet which is not repaired, or stains which are not cleaned before returning the unit to Property Manager shall be items of damage assessed against the Resident for Property Manager's cost of repair or replacement (labor and materials) Carpet damaged by pet urine will require replacement of carpet and padding, and chemical treatment, sealing, and/or replacement of sub-flooring and walls and will be assessed to Resident at current vendor price. Should carpet need replacement, Resident shall be assessed the cost of new carpet, at then current vendor prices.

Conduct a deep cleaning of the property. Empty all drawers, cabinets, closets, trash cans, etc. Ensure the exterior of the property is free from debris and the and the landscaping is well maintained (including removing **all** your pet's feces) at the time you move-out.

8. We will conduct a final move-out inspection after Resident(s) have fully vacated the Property, all furnishings have been removed, all CLEANING HAS BEEN COMPLETED, and the keys are turned in/or made available to ACRES Property Management.
9. Tenants are not permitted back on the property after vacating.

Resident(s) Initials: _____

CLEANING PROCEDURES:

Refrigerator:

- Defrost freezer if needed. DO NOT use sharp tools to pry ice off. Clean with warm water.
- Wash inside of refrigerator with warm water and baking soda being sure to clean gasket.
- Take out shelves and drawers and wash in warm water; dry and replace. Clean under lower drawers.
- Wash and dry outside of refrigerator, all sides. Vacuum back and lower grills. DO NOT TURN OFF.
- Move refrigerator out from wall (be mindful not to scratch and/or damage flooring) and clean underneath—vacuum, mop, wipe down sides of cupboards and appliance.
- Replace light with an appliance bulb, if necessary.
- Replace water and air filter, if applicable.
- Reset temperature settings back to default manufacturer setting if changed during tenancy

Stove:

- Remove racks and broiler pan; soak in hot water, clean and dry well.
- Clean inside of oven, top of stove, behind/under knobs, under elements, under burner pans and drawer.
- Wash and dry outside of stove.
- Replace oven light with appliance bulb, if burned out.
- Clean, degrease, and/or replace any fan filter(s)
- Replace burner pans.
- Move stove out from wall (be mindful not to scratch and/or damage flooring, electrical and/or gas line, cabinets). Clean, degrease, and/or replace all sides of appliance, floor, wall, and cupboard sides.

Cabinets and Drawers:

- Wash all shelves on the inside of the cupboards and both sides of all doors.
- Vacuum, as needed, and wipe out all drawers with damp cloth.
- Clean sink, baskets and counter tops.

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- Make sure garbage disposal is empty and clean.

Miscellaneous in and near Kitchen

- Wash all light fixture cover(s) with warm water with soap; dry well and replace. Replace all burnt out bulbs.
- Clean switch/outlet cover plates.
- Clean inside and out of dishwasher; include inside seal.
- Wash range hood and clean, degrease, and/or replace filter, if applicable. Change appliance bulb, if necessary
- Clean inside and out of microwave. Clean degrease, and/or replace filter fan filter and replace bulb, if necessary.
- Wash windows, blinds (including individual slats), screens and clean sills and tracks.
- Scrub kitchen floor, including under appliances, and wipe down all baseboards.
- Clean cobwebs from walls and ceilings.
- Dust ceiling fan blades.

Living Room:

- Wash windows, sills and clean tracks.
- Clean light fixtures, replace bulbs, and clean switch plate covers.
- Clean cobwebs from walls and ceilings.
- Vacuum out fireplace. Wash screen and doors, as applicable.
- Vacuum carpet and clean baseboards.
- Clean drapes/blinds.

Bedrooms:

- Clean cobwebs from walls and ceilings.
- Wash light fixtures, replace bulbs, and wipe down switch plate covers.
- Wash windows, clean sills and tracks. Clean drapes/blinds.
- Wipe down closet shelves.
- Vacuum carpet and clean baseboards.
- Wash (or dust) both sides of doors.

Bathrooms:

- Clean bathtub, tile around tub, sink, door and fixtures.
- Clean shower doors and tracks.
- Clean inside and outside of toilet, and dry.
- Scrub floor, baseboards and behind toilet.
- Clean inside and outside of medicine cabinet.
- Clean mirror.
- Clean windows, sills and tracks.
- Clean exhaust fan cover of dust and lint.
- Clean vanity inside and out, including drawers.
- Wipe toilet paper holder and towel rods.
- Clean light fixtures, replace bulbs, and wipe down switch plate covers.
- Wash (or dust) both sides of doors.

Miscellaneous:

- Remove any and all nails, pins, tacks, tape, etc. from walls and minimally fill holes with spackle, do not paint unless previously arranged and approved with Property Manager, such as custom paint color was previously approved, and you are restoring a wall/room to the original color. Charges can occur if unnecessary prep time and/or painting is required due to Resident painting or failure to remove nails, etc. and fill holes. Charges for painting depend on whether it exceeds normal wear and tear, and the length of time Resident occupied the property.
- Replace furnace filter.
- Wash inside and outside of front and back doors.
- Wash/wipe down all wall surfaces with mild cleaning solution
- Clean tracks of sliding doors
- Clean and dry inside and outside of washer and dryer. Clean dryer lint trap.
- Pull out washer and dryer and clean floor and walls.
- Wash all doors, especially around knobs.
- Sweep garage and remove any cobwebs. Clean windows, sills, and tracks.
- Sweep front and back porches, decks and sidewalks.
- Replace all burnt out light bulbs, air filters, smoke detector batteries. Replace broken doorstops.
- Mow and weed yard and flowerbeds, unless the landscape services are included with your Landscaping Addendum.
- Pick up any animal droppings whether you have an animal or not. If this is not completed a minimum fine/fee of \$100 will be assessed and/or withheld from your security deposit, plus labor to clean up after your animal.
- Haul away ALL trash. If you have trash that exceeds the normal pickup, you are to arrange to have it hauled away at your expense. Place all other trash within the appropriate trash receptacles for normal trash removal.
- Clean out ALL floor vents.

FINAL:

Return keys to office when COMPLETELY done. You will be charged \$50 per each key that was not returned, \$200 per each fob/garage door opener that was not returned. In the event, keys, fobs, and/or garage openers must be requested from property Association and the cost is higher than these stated amounts then cost charged by such Association, plus \$50 administrative fee will be charged to Resident.

Disclaimer: Management has the final authority to determine how much of the deposit will be refunded in accordance with the conditions set forth in the lease.

The undersigned Residents understand and acknowledge receipt of the ACRES Property Management Maintenance Instructions.

Resident(s) Signature(s)	_____	Date	_____
Resident(s) Signature(s)	_____	Date	_____
Resident(s) Signature(s)	_____	Date	_____
Resident(s) Signature(s)	_____	Date	_____

Property Manager Signature

Date