

### **PROPERTY MOVE-OUT GUIDELINE**

We work hard to keep our rental properties in good condition and appreciate your help. We also want to return your security deposit to you in full. In order to accomplish these goals, we will need your cooperation in completing the following. If all items are completed as indicated, and to our satisfaction, your security deposit will be returned to you within 30 days. If cleaning is not satisfactory, we will need to hire someone to clean and the charges for such services will be deducted from your security deposit.

**IMPORTANT: Please deactivate AUTO-PAY in your tenant portal, and schedule a ONE-TIME payment for your final month of rent if your rent will be prorated. If this is not done, your full rent will automatically be charged. *THIS IS YOUR RESPONSIBILITY!***

#### **PLEASE NOTE:**

- Your security deposit does NOT apply to your last month's rent.
- You are to be moved out of the home by **NOON** on the last day of your lease or the last day of your notice to vacate period.
- You are required to return the home empty and in a clean condition. **Cleaning issues will NOT be considered to be normal and/or wear, under any circumstances whatsoever.**
- Everything must be out of the property to do the move-out inspection. To avoid misunderstandings residents can schedule a walkthrough with the Property Manager prior to 12pm on the last day. This should be scheduled when notice is provided.
- Leave all nails and screws in the walls. DO NOT attempt to patch or paint over any holes in the walls. We will not charge for filling nail holes unless they are large or there is an unusual quantity.
- As required by your rental agreement, you will be responsible for the cost of a **professional carpet cleaning**, which shall be performed after you have completely moved out. We encourage you to have this service scheduled and performed on your own, however, **you will need to provide a receipt showing the carpet was professionally cleaned by 12pm on your last day. Renting a cleaner or using your personal carpet cleaner is NOT sufficient. If you have pets, a pet treatment will need to be done as well on all necessary flooring not just on carpets.**
- If you have hired a cleaner please let us know before hand in the event the home is not at our Rent Ready standards we will contact you right after the inspection letting you know that you will need to have your cleaner go back out within 2 days to warranty their work. If it is not done in 2 days we will send out one of our preferred cleaners and fees/charges will apply.
- Upon request we can provide you with the Rent Ready Cleaning Checklist that we give to our vendors to follow for reference.
- Any Maintenance that has gone unreported through property meld is tenants responsibility.
- If you have any questions regarding these guidelines please address them with your property manager before your last day.

#### **ADDITIONAL INFORMATION:**

- **In the event you do not leave the home in a rent ready condition upon vacating, an additional \$100 coordination fee (plus GRT) will be withheld from your security deposit.**
- **If there is a dispute with the Security Deposit Disposition, you will have 15 days from the date of the Security Deposit Disposition to dispute the return by submitting the Tenant Security Deposit Review Response form along with evidence to support your dispute. Form will be supplied upon request and are to be submitted to [info@icpmrentsmart.com](mailto:info@icpmrentsmart.com)**

## ***What is Rent Ready?***

### **Cleaning:**

- Cleaning checklist is available upon request to use for reference

### **Yard Area:**

- Weed all yard
- All pet feces to be picked up
- Fill in any holes
- Needs to be free of leaves, sticks and other debris
- Mow and edge the lawn, if applicable
- Remove all personal items and garbage
- Gutters need to be free of debris
- Hoses must be put away neatly
- Exterior must be free of cobwebs

### **Garage and/or Storage Area:**

- All trash needs to be removed from the premises
- Clean any oil stains from the floor using appropriate cleaner
- Sweep floor
- Deprogram your built-in car garage door opener remote (if applicable)

### **SEPTIC (If Applicable):**

- Tenant will also be responsible for having the system pumped at move out and will be required to provide a receipt by 12pm on your last day. Failure to provide a receipt will result in ICPM having the system pumped at the Tenant's expense.

### **Other:**

- All light bulbs must be working, the correct type and must match in finish, hue, brightness & shape (this will vary in different areas throughout the home)
- Air conditioner units must be free of debris (if applicable)
- Pest/bugs are tenant responsibility (if at the move out inspection there are active wasp nests, rodents or a large amount of insects at the property this will be charged back to the tenant if we need to send pest control out)

**\*\*\*This list is for reference only and not intended to be all-inclusive\*\*\***

**All door keys, mailbox keys, garage door openers and other access keys must be returned to the office by 12pm on your last day NO LATER as well as carpet cleaning and septic receipts.**