



RESIDENT MOVE-OUT INSTRUCTIONS AND CONDITIONS

The following is an itemization for the move-out process and the expectations for cleanliness of the dwelling unit upon move-out. These instructions and guidelines are written to assure a smooth transition for you and the next resident, as well as to assure you the maximum possible refund of deposits held by us.

1. Confirm with the office that you have given the appropriate notice. (30 days notice if on month-to-month agreement or as noted on lease)
2. Upon receiving notice, management may advertise re-rental of the unit.
3. You may be called upon to allow Willamette Meadow Property Management staff to enter the unit for the purpose of showing the unit to prospective renters.
 - a. The staff will give you a 24-hour advance notice prior to any showings unless you waive this requirement.
 - b. Notice will be considered properly served by either a phone conversation between staff and the resident, posting a written 24-hour notice on the premises, or by leaving a message on the residents answering machine if applicable.
 - c. Management will only attempt to show the unit at reasonable times and will attempt to “group” showings so as to limit the number of times entry is required. On the other hand, we will expect your assistance and cooperation at all reasonable times.
4. The return of the keys for your unit to our office, frees you of responsibility/possession of the unit.
5. Once keys have been returned, a final walk-through/inspection of the unit will be performed by our staff.
6. Contact any utility companies that you have contracted with giving them notification of your move-out. Please note that the last day of your responsibility for the utilities is that same day you returned the keys to our office.
7. Provide management with a forwarding address as well as a phone number you can be reached at, to assure that your refund is sent to the correct location.
8. Personal possessions: At the time of the final inspection, all household and personal possessions must be removed. Willamette Meadow Property Management will haul any remaining items at the expiration of your move-out notice and costs of such will be deducted from your deposits.
9. Floors: Tile/Vinyl floors need to be swept and mopped clean. We recommend Armstrong-No Sticky Residue or Mop & Glow. Carpet needs to be vacuumed and professionally steam cleaned and disinfected. You can call the office for recommended carpet cleaners in the area. Ph: 503-507-4248

10. Walls/Wallpaper/Paneling: Walls must be cleaned as needed, removing any fingerprints, smudges, foreign matter & dusted. All switchplate covers need to be washed.
11. Appliances: All appliances need to be wiped down, inside & out. Oven racks, broiler pans, stove rings and pans need to be thoroughly scoured clean. Make sure to lift up top of stove and clean around burners. Remove bottom drawer of stove, and vacuum and clean out under stove. Also clean stove vent hood (remove screen and clean thoroughly), we recommend using a degreaser. After cleaning refrigerator please unplug and leave doors open – make sure all food & items are removed and properly disposed of.
12. Kitchens/Bathrooms/Laundry room: Sinks, toilets and showers need to be thoroughly cleaned & polished, we recommend Top Job Cleaner for tub/shower). Countertops also need to be thoroughly cleaned and disinfected. Interiors of drawers, cupboards and closets need to be emptied and wiped out. Exteriors of all cabinets need to be cleaned (we recommend using Formby’s dark scratch touch-up or Cabinet Magic). Mirrors need to be cleaned.
13. Windows/Doors: Interior windows (below 8 feet) need to be cleaned inside and out. Clean window gutters as well as blinds/ window coverings. Both sides of sliding glass doors need to be cleaned. Doors need to be cleaned of dirt & smudges.
14. Entrances/Exterior walkways/Porches/Garages/Storage units/Basements: ALL possessions need to be removed from these areas. The front & back doors need to be wiped off. All areas need to be swept free of dirt & debris. Entry light fixtures need to be cleaned and have working bulbs.
15. Miscellaneous: Hot tubs, swimming pools need to be cleaned. Fireplaces/wood stoves need to be properly emptied and cleaned. Heating Vents need to be vacuumed out/cleaned and vent covers need to be cleaned. Air intake (usually in hallway ceiling) needs to be vacuumed. Light fixtures throughout unit need to be cleaned and have working bulbs. Furnace filters need to be replaced. Replace smoke detector batteries if needed.
16. Pets: As a precaution, unit should be treated for fleas to assure that there are no fleas in the unit upon move-out. In the event that our staff detects fleas, we will have the unit professionally serviced and the cost will be deducted from your deposits. Yard should be cleaned of animal feces and /or other pet debris.
17. Lawn maintenance will need to be performed no earlier than 1 week prior to turning in your keys.

REMINDER: Any work completed on your unit after you vacate will be charged @ \$25.00 per hour.

Tenant printed name: _____

Tenant Signature: _____ **Date:** _____

Tenant printed name: _____

Tenant Signature: _____ **Date:** _____

***In signing this form, you are agreeing that you have read and understand the information included in this packet.**