MULTIFAMILY NW
The Association Promoting Quality Rental Housing

SINGLE FAMILY/CONDO/MULTIPLEX
RESIDENT VACATING INFORMATION & CHECKLIST

EQUAL HOUSING OPPORTUNITY

The last few weeks before you move are exceptionally busy ones; however, we do request that you attend to a number of important details:

- Please provide us with the date you will be relinquishing possession of the property. Your notice stating you are ending your tenancy should be given at least 30 days in advance of your vacating date. The notice must be in writing.
- **Please provide your forwarding address to the Property Manager and the Postal Service for mail and packages.**
- All utilities are to remain on and in your name until the final day of your tenancy or lease, whichever is applicable.
- Oil heat? It is your responsibility to provide us with an exact tank measurement from the oil provider.
- If vacating in the winter, set the thermostat to 60 degrees to prevent pipes from freezing.
- Please refer to the Move-In & Out Inspection, and Wear & Tear Addendum to help prepare for vacating the property.
- Please have all trash, debris and recycling removed from the property. Schedule to have items removed the week prior to move-out.
- Keys must be returned in a labeled envelope to the office or dropbox on or before the end of the tenancy. Return of keys indicates you are relinquishing possession of the property and the clean-up is finished. You will be charged for any keys, fobs and parking permits not returned.
  - ☒ Leave garage door openers, fobs, and parking permits on the kitchen counter.
  - ☒ Return garage door openers, fobs, and parking permits to the office.
- Remember to cancel any "auto payment plans" on your tenant portal or through your bank.
- A final inspection will be conducted after you relinquish possession of the property. You are responsible for any damages beyond normal wear and tear. The actual or estimated cost of repair of any damage beyond ordinary wear and tear may be deducted from your deposit. After your tenancy ends and you have delivered possession of the property to us, we will send you a security deposit statement and the remaining balance of your deposit, if any, within 31 days for Oregon properties or within 21 days for Washington properties.

Resident Vacating Cleaning Checklist

Please remember a certain amount of cleaning is expected when you move out. It is always our goal to refund your security deposit and by following the checklist below you will help us achieve that goal. Cleaning is very time consuming and is the most frequently underestimated move-out item. Some items listed may not apply to your property.

Move-out cleaning by a professional cleaner: $ SAMPLE per hour

Average time spent based on square footage by a professional cleaner (final cost based upon actual condition):

1000 sqare feet or less	= 3–5 hours
1001–2000 square feet	= 6–8 hours
2000 square feet or more	= 8–12 hours

If you need assistance with any of the following items we can provide you with a list of professionals upon request.

All Rooms

- ☐ If you made any alterations to the property, including painting, you must return it to its original condition unless otherwise agreed to in writing.
- ☐ Dust or vacuum ceilings gently to remove cobwebs/dust.
- ☐ Clean ceiling fans/light fixtures, outlets/switch plates and exhaust fans and covers.
- ☐ Clean around door knobs and faceplates.
- ☐ Replace missing or burned out light bulbs with matching bulbs. If you used compact fluorescent bulbs, replace with standard bulbs. Any compact fluorescent bulbs you installed and fail to remove will be properly disposed at your cost, which is often around $20.00 per bulb.

SAMPLE

Form M210 OR-WA Copyright © 2019 Multifamily NW® NOT TO BE REPRODUCED WITHOUT WRITTEN PERMISSION. Revised 3/11/2019.

- ☐ Clean all doors, trim, baseboards and woodwork.
- ☐ Clean all window sills and window tracks (including slider door tracks).
- ☐ Clean inside all closets, including shelves and rods.
- ☐ Clean cabinets and drawers, inside and out.
- ☐ Clean stair rails and ledges.
- ☐ Lightly wash walls as necessary to remove smudges and stains. Magic Eraser may remove black marks from walls. Small nail holes should be left "as is." **Do not fill holes caused by picture hangers or molly bolts or apply touch-up paint without approval.**
- ☐ Clean blinds to remove dust and debris.
- ☐ Clean interior windows and screens up to 8 ft.
- ☐ All window treatments, curtain rods, shades and blinds must be cleaned and left in good working order.
- ☐ Vacuum/clean all heat vents, returns and air registers.
- ☐ Clean out and sweep fireplace, and clean fireplace screen and glass.
- ☐ Sweep and mop floors.
- ☐ All smoke detectors and carbon monoxide detectors must be in working order with appropriate batteries, as required.
- ☐ Carpet Cleaning (Oregon): As provided in your Rental Agreement, Owner/Agent may deduct the cost of carpet cleaning from the security deposit regardless of whether Resident cleans the carpet before delivering possession of the unit back to Owner/Agent as long as: a) the carpet was cleaned or replaced after the previous tenancy or the most recent significant use of the carpet and before Resident took possession and b) the carpet is cleaned after move-out using a machine specifically designed for cleaning or shampooing carpets. Check with Owner/Agent to see if they will allow you to have the carpet professionally cleaned prior to move-out by their preferred carpet cleaning company. However, be aware that if the cleaning is not up to Owner/Agent's standards, carpet will be re-cleaned at your cost.

SAMPLE

- ☐ Carpet Cleaning (Washington):
  - ☒ If checked, Owner/Agent will have the carpet cleaned professionally or with a machine specifically designed for cleaning or shampooing carpets. You will be charged the costs of cleaning the carpet.
  - ☒ If checked, you are required to clean the carpet at move-out either professionally or with a machine specifically designed for cleaning or shampooing carpets. If you fail to do so, or fail to do the cleaning in a manner sufficient to remove all stains, odor and allow the Premises to be re-rented with the carpet in that condition, you will be charged for the costs of cleaning the carpet.

Kitchen

Please only use appropriate cleaning and care products on granite, marble, stainless steel, cork and wood surfaces. Use non abrasive cleaning products only.

- ☐ Complete "All Rooms" checklist.
- ☐ Clean/wipe stove and oven including control panel, knobs, racks, door and broiler. Odors caused by improper use of self-cleaning function will be remediated at your expense.
- ☐ Clean hood vent, under hood vent and filter/screen, which may be washed in the dishwasher.
- ☐ Replace burner drip pans, if needed.
- ☐ Clean/wipe all cabinets, drawers, shelves, counters, backsplash and breadboards, inside and out.
- ☐ Clean/wipe refrigerator and freezer, inside and out, including underneath and the grillwork. Replace filter as needed.
- ☐ Leave refrigerator on. Do not disconnect it or turn it off.
- ☐ Clean/wipe microwave, inside and out.
- ☐ Clean/wipe dishwasher, inside and out, including the door edges.
- ☐ Clean/wipe sink and faucet.
- ☐ Garbage disposal should be clear and running smoothly.
- ☐ Clean/wipe blinds to remove stains, food and grease.

SAMPLE

Form M210 OR-WA Copyright © 2019 Multifamily NW®. NOT TO BE REPRODUCED WITHOUT WRITTEN PERMISSION. Revised 3/11/2019.

Living Room / Dining Room / Family Room / Bedrooms

- ☐ Complete “All Rooms” checklist.

Bathrooms

- ☐ Complete “All Rooms” checklist.
- ☐ Clean toilets, inside and out. Clean walls and baseboards behind the toilet.
- ☐ Polish mirrors.
- ☐ Clean/wipe counters.
- ☐ Clean/wipe cabinets, vanities and drawers, inside and out.
- ☐ Clean tub and shower, ensuring all soap scum is removed.
- ☐ Clean caulk/grout.
- ☐ Clean walls, ceiling and door to remove spots and residue.
- ☐ Clean exhaust fan cover.

Utility / Laundry Room

- ☐ Complete “All Rooms” checklist.
- ☐ Clean washer outside, control panel, agitator and around the lid.
- ☐ Clean dryer outside, control panel and lint trap.
- ☐ Wipe down/dust water heater and furnace.
- ☐ Clean counters, utility sink and shelves.
- ☐ Change furnace filters as necessary. Hydrostatic furnace filters should be cleaned every 3 months.

Garage / Basement / Shed

- ☐ Sweep floor and remove new oil stains from garage and driveway.
- ☐ Wipe down/dust water heater and furnace.
- ☐ Empty and clean garbage cans, recycle bins and yard debris bins, and leave them in the garage.
- ☐ Change furnace filters as necessary. Hydrostatic furnace filters should be cleaned every 3 months.
- ☐ Clean interior windows up to 8 ft.

Grounds

- ☐ Remove all personal items.
- ☐ Remove/dispose of any animal waste.
- ☐ Sweep patios, decks, driveways and walks.

If you are responsible for yard care:

- ☐ Mow and edge lawn if necessary.
- ☐ Weed.
- ☐ Rake leaves if necessary.
- ☐ Water yard if necessary.

Trash and Debris

- ☐ You must remove all trash and personal property from the unit and the premises. If you completely fill your trash cans and still have additional trash, you will be charged the costs for any extra disposal. Do not leave trash at the curb. If trash is left in the unit, on the premises or at the curb, a hauling company will be sent to remove the items and you will be charged for the clean-up, and there is typically a minimum $75 hauling charge for any items left behind.

SAMPLE

Form M210 OR-WA Copyright © 2019 Multifamily NW®. NOT TO BE REPRODUCED WITHOUT WRITTEN PERMISSION. Revised 3/11/2019.