

# Sundance Property Management

## MOVE OUT PROCEDURES & GUIDELINES

To facilitate your move out, we would like to review some "housekeeping" issues. The following is a general list of topic areas tenants frequently ask about concerning the condition of their premises at time of move-out. Please be advised that what is listed below are general requirements based on your lease or rental agreement. However, you are advised to review your lease or rental agreement concerning specific details of your responsibility. **You are required to give a 30 day notice to vacate**

- ✍ **IN THE EVENT ANY RESTORATION OR REPAIR WORK IS NOT PROPERLY COMPLETED OR THE PROJECT IS LEFT INCOMPLETE, THE LESSEE SHALL BE RESPONSIBLE FOR ALL COSTS THAT ARE REQUIRED TO COMPLETE THE WORK. SUCH COSTS WILL INCLUDE, BUT ARE NOT LIMITED TO, COST OF MATERIALS AND LABOR AT NO LESS THAN \$25.00 PER MAN HOUR.**
- ✍ **LEAVE THE PREMISES CLEAN** – Your premises should be left clean, top to bottom. For example, clean walls, floors, light fixtures, bathroom sink and toilet, and space heaters if applicable. Oven is to be cleaned, Refrigerator wiped out, floor mopped and cupboards cleaned out. Any rubbish left will be disposed of and charged against your deposit.
- ✍ **WALLS** – After removal of all tenant improvements or trade fixtures from the walls required by your lease or rental agreement, prepare walls to be paint ready by patching, sanding and texturing all holes and damages to the walls to match original/existing wall texture. Use best effort to remove all dark marks. However if the dark marks cannot be removed, prime the wall. You are required to paint the walls if you have been in your premises for less than one (1) year or if the original paint color has been altered (please contact your property manager for the proper paint color for the walls).
- ✍ **FLOORS and CARPETS- Have carpets professionally cleaned.** Linoleum and tile needs to be cleaned and undamaged. Clean oils, grease, grime, etc. from Garage floor. Repair or patch all concrete floor damage with pour stone patch and restore the floor to its original, clean, smooth condition.
- ✍ **LIGHT FIXTURES** – Remove additional light fixtures and restore remaining fixtures to original condition. Ensure that all original/remaining light fixtures are in good working order. Make sure all bulbs are working.
- ✍ **ALL DOORS (INCLUDING ENTRY DOORS/BATHROOM DOORS) & LOCKS** – Be sure all doors, including your entry and bathroom door(s), are in good condition and clean. If door is damaged, you will be charged. If you changed the original non-locking knob and lock sets on any of the doors, restore them. If you have another brand lock, you will be charged to restore to our standard.
- ✍ **WINDOWS** – Clean all windows. Replace any damaged window(s). Remove window air conditioners and restore window to original condition.
- ✍ **LANDSCAPING-** Mow grass, pull weeds and leave landscaping in same condition as received. Dispose of grass clippings and tree trimmings off-site
- ✍ **EXTERIOR OF BUILDING ON PREMISES** – Be sure the grounds of your building on the premises is clean of debris, and your exterior walls are clean of marks, paint and damage. Remove any signs and repair wall to match existing wall texture. If necessary, after obtaining Lessor's permission, paint the exterior walls of the building to the current The Mat West standard. Repair any asphalt damage or any other damage to the grounds of the premises.
- ✍ **BE SURE YOUR ACCOUNT IS UP TO DATE. YOUR SECURITY DEPOSIT IS NOT YOUR LAST MONTH'S RENT. YOUR ACCOUNT WILL BE CONSIDERED IN DEFAULT FOR NONPAYMENT OF RENT OR FOR NONPAYMENT OF ANY OTHER CHARGES DUE ON YOUR ACCOUNT. DEFAULT ACCOUNTS ARE IN LEGAL STATUS AND ALL COSTS TO RESTORE AND REPAIR PREMISES TO FULLY RENTABLE CONDITION WILL BECOME BILLABLE.**

Tenant \_\_\_\_\_ Date \_\_\_\_\_

Tenant \_\_\_\_\_ Date \_\_\_\_\_