

Date: .

Property ID: .

Tenant(s): .

Move Out Instructions

An inspection will be done on the property after your move out date of , once all personal property has been removed & the property has been cleaned. Your move-in inspection form will be used as a guide. If you would like to maximize your security deposit return, please see the attached Cleaning Instructions. If you would like to obtain a copy of your move in inspection, please contact our office and we would be happy to provide one to you.

Your rent or pro-rated rent for your final month of tenancy is: \$. Rent is still due on the 1st of the month, and late charges will still apply after the 5th. Your deposit is NOT rent. The deposits are for any damages, etc. that may have occurred to the property during your tenancy.

You must return the keys to the RPM office located at:
5075 SW Griffith Dr #210
Beaverton OR 97005

For your convenience, there is a dropbox located to the left of the back door on the tree for key & carpet cleaning receipt drop-off afterhours. Normal business hours are M-F 9am-5pm.

PLEASE NOTE: You are considered to still be occupying the property until the keys are returned to the office. **Rent will be charged until all keys and garage remotes are received. DO NOT leave keys at the property!** YOU WILL NOT BE ABLE TO RE-ENTER THE PROPERTY AFTER ALL KEYS HAVE BEEN TURNED INTO THE OFFICE.

Please provide us with the carpet cleaning receipt from a commercial carpet cleaning company, as well as your forwarding address in order for us to mail any refundable deposits. Please remember that refund of deposits is conditional and is therefore, based on the condition of the property once vacated.

If you vacate the property prior to the end of your lease term, you are still financially responsible for the rental amount during the remaining term of the lease, or until the property has been rented to new tenants.

- Be sure to remove all trash & personal items from the home & yard. DO NOT place trash or garbage in recycling bins, as you may be charged a fine. Make sure to have your trash picked up BEFORE you discontinue service. If there is any trash left in receptacles or throughout the home or yard that is not picked up, please note that you will be charged for removal.
- Make necessary repairs to the property that have been caused by you or your pet during your tenancy, as it will be less expensive for you to repair yourself. Remember to repair and replace any window screens & screen doors.
- Discontinue your phone service at least 24hrs before vacating.
- If you are responsible for lawn care, please remember to mow, weed, trim & remove any debris from the yard.
- DO NOT** discontinue water, sewer, gas, or electric services, but rather contact each utility and let them know you are vacating on your move out date and therefore, the billing will need to be turned over to your property management company. If you have questions regarding this process or need help in any way, please contact the office at: (503) 350-1800, and we would be happy to help.
- Be sure to clean all surfaces in the home, including the ones you may not ordinarily think of, such as: light fixtures, millwork, appliances, etc. Also pay attention to any dead or missing light bulbs, as you may be charged for this at move out. If your property has a hot tub or pool, you are required to clean that as well. Please follow the attached cleaning instructions to ensure the maximum deposit is returned.

Thank you for your cooperation.
If you have any questions, please contact our office at: (503) 350-1800