

# Move-Out Requirements to Maximize Deposit Refund

We appreciate your business and hope you enjoyed your time with Portfolio Real Estate. Normal wear and tear is taken into consideration when inspecting your move-out, however we expect the property to be left in good, clean condition. Here are some ways to help maximize the refund of your security deposit. These items need to be addressed **prior** to your move out.

- 1) Make sure to only use command strips. **NO NAILS.**
- 2) Tenant should have **all personal property removed from premises**. This includes making sure the refrigerator/freezer and cupboards are free of food and belongings.
  - a) If PRE has to remove and dispose of any personal property, an additional charge will be assessed.
- 3) Exterior of premises must be clean and free of debris or personal property.
  - a) Lawn must be mowed and/or sidewalks must be free of snow and ice.
- 4) Please make sure each of these items are **thoroughly cleaned** or you will be charged an additional fee for cleaning.

|  |   |
|--|---|
| <input type="checkbox"/> Stove                           | <input type="checkbox"/> Light Fixtures                                   |
| <input type="checkbox"/> Refrigerator/Freezer            | <input type="checkbox"/> Doors  |
| <input type="checkbox"/> Dishwasher                      | <input type="checkbox"/> Baseboards                                       |
| <input type="checkbox"/> Microwave                       | <input type="checkbox"/> Bathrooms (ex: shower/tub, toilet, sink, floors) |
| <input type="checkbox"/> Windows (seals & tracks)        | <input type="checkbox"/> Washer/Dryer                                     |
| <input type="checkbox"/> Blinds                          | <input type="checkbox"/> Walls (scuff marks, dings, etc.)                 |
| <input type="checkbox"/> Air Conditioner/Furnace Filters |   |
- 5) Be sure to **pay any final utility payments**. If PRE has to pay the closing fees on utility bills, tenant will be charged bill **plus** an additional fee.
  - a) Do not have power or water turned off or you will be charged the fee to have it turned back on.
- 6) Please bring your **unit and mailbox keys, remotes, and any other keys** that were given to you into our office. A charge will be levied if keys/remotes are not accounted for by the end of the lease term.

- 7) As per your lease agreement, carpets must be **professionally** steam cleaned. We recommend R&V Janitorial at (509) 989-0653.
  - a) Receipt from professional carpet cleaning company must be furnished to Management by the lease ending date.
  - b) Carpet must be the last item cleaned prior to vacating the unit. Do not enter the unit after the carpet has been cleaned.
  - c) In addition to the cost of the carpet cleaning invoice, **an additional fee will be levied if carpets are not cleaned and PRE must schedule and/or pay for the service.**
  - d) All other flooring (if unit has no carpet), must be cleaned and mopped.
- 8) Contact PRE as soon as possible to give your forwarding address so there is no delay with the return of your deposit.
  - a) Please allow 21 days from your lease expiration for processing of paperwork and return of deposit **IF** property is left in clean, move-in ready condition.
- 9) Before leaving keys, be sure all doors, windows, and patios are locked.
- 10) Additional charges will be incurred due to damage from any smoke. (Ex: Marijuana, vape, nicotine, discoloration of blinds, walls or ceilings)
- 11) Tenant does not need to be present for move-out inspection. However, if tenant would like to be, please notify PRE and schedule an appointment **at least one week prior to lease expiration date and during business hours.**

## Things to Keep in Mind

- ★ Any damage beyond normal wear & tear will be charged according to PRE discretion.
- ★ If you need touch up paint, contact PRE and they can give you the proper color for the home.
- ★ Any items damaged or not cleaned will be billed to the tenant.
- ★ Average contractor charges can range from \$75-\$200/hr for additional cleaning and repairs.