

## MOVE OUT HELPFUL INSTRUCTIONS

### First step to moving out is to give Notice

- Make sure to provide the landlord with proper notice to vacate. Washington State Landlord Tenant law requires 20 days notice prior to the end of your lease. Or if you are month to month, it would be prior to the end of the month. Once this is received we will mail you a move out package including a copy of your move in checklist.

See attached form print fill out and drop at our office or fill out and scan if you prefer and turn it to [office@willowproperties.com](mailto:office@willowproperties.com)

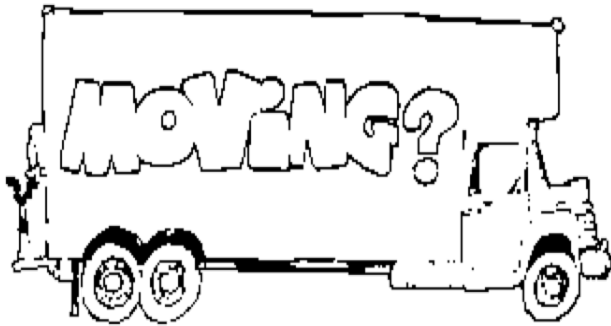
### After proper notice is given

- If your rent is on autopay, please update Paylease or your bank to stop payments after you move.
- Keep all your utilities charges until the end of the month that you are vacating. If you take utilities out of your name early, we must hold funds until we get the next bill and prorate it.
- Schedule your Carpet Cleaning - Use a professional carpet cleaner per your lease agreement. If you would like to call our office for a reference on who we choose to use for carpet cleaning you are more than welcome to. Please remember you are responsible to make sure the company you use does a good job cleaning the carpets so they do not have to be redone. The receipt needs to be turned in with your keys.
- Schedule a deflea treatment with a professional pest control company. This must be done after carpet cleaning. If you have a pet or an animal at any time in the home the house must be professional defleaed. The receipt needs to be turned in with your keys.
- Follow the steps of the move out packet and refer back to your original Move In Checklist to leave the home in its original condition minus normal wear and tear.
- When you turned in your intent to vacate you received a letter in the mail asking you to make an appointment to turn in your keys so we can assist you when you are turning in all your keys, garage remotes, the professional paid receipts from the carpet cleaning and deflea service along with a forwarding address.
- Please note we do not do a physical walk-through with tenants at move-in or move-out. See paragraph at the bottom of the last page of the Move-in Checklist above signatures.

If our office is closed, we have a night slot where you can drop your keys, carpet cleaning receipt, deflea receipt (if you have animals) and forwarding address.

What to expect after keys are turned in

- All charges will end on the last day of the lease or the day the keys are turned in-- whichever comes **last**. If you hold over past the last day of the month you will owe additional rent.
- The condition of the rental unit will be checked in a timely manner. Within 21 days your accounting will be mailed out to your forwarding address or the last known address if one is not provided.



## Moving Out Timeline

It is time to start preparing the house for when you vacate. Here is a timeline and hints you may follow to get everything ready the easy way!

### 4 Weeks from Move-Out :

#### 1) **Schedule Carpet Cleaning/Defleaing:**

Call and schedule a professional truck-mounted carpet cleaner. Be sure that the house is going to be clear of all furniture & vacuum by the time the carpets are to be cleaned. Call and schedule the professional defleaing for after the carpet cleaning. Check with the office to be sure they are approved contractors.

### 3 Weeks from Move-Out:

#### Wash mini-blinds

1) **Take Down The Mini-Blind:** Lower your miniblind to its full length, then remove the wand. Detach blinds from the brackets. Save all parts.

2) **Use Dishwasher Detergent:** Dissolve 1 cup of powered dishwasher detergent in enough warm water to fully cover the blind

3) **Wash The Blind:** Place the blind in the bathtub. Holding the blind by the headrail, dip it up and down several times to loosen up the dirt and dust. Now dip a sponge in the soapy water and use it to wipe the loosened dirt off each slat. After sponging, dip the blind in the water a few more times, with caution to avoid the slats from bending.

4) **Rinse:** Drain the water, fill with fresh water, and rinse. Dip blind in fresh water several times.

5) **Drain To Dry:** Gather the blind and place it upright in the corner of the bathtub to drain and air-dry for several hours.

6) **Rehang the Blind:** If the slats are still damp, wipe with a dry soft towel.

### Wash Light Fixtures

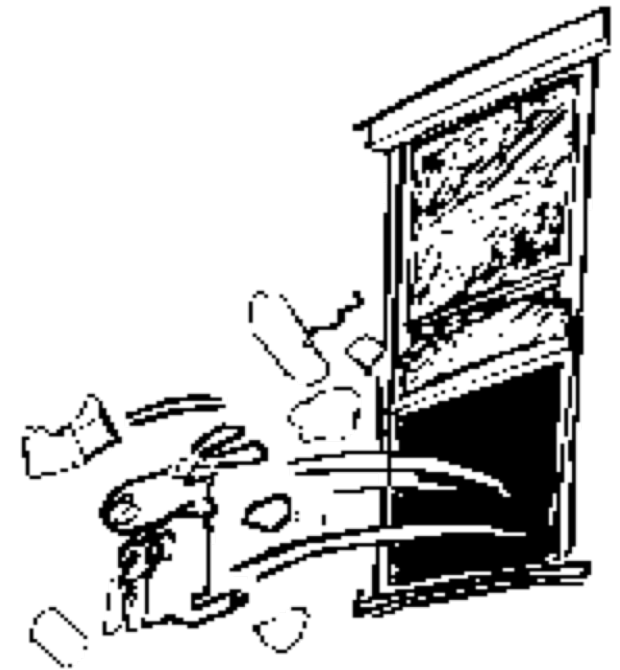
1) **Take Down The Light Fixture:** Turn off fixture, be sure you allow it to cool first, then carefully remove each light fixture. Be sure to keep track of all trim, screws, and misc. parts that may accompany the fixture. Taking notes of where each fixture belongs always helps to avoid having left over parts.

2) **Use Warm Soapy Water:** Fill the kitchen sink with warm soapy water until the fixture is fully submerged.

3) **Wash The Fixture:** With a sponge or cloth, wipe off all dirt and dust. Repeat if necessary.

4) **Check All Light Bulbs:** Be sure that all bulbs are working in each fixture. If not, replace the burnt out ones.

5) **Rinse, Dry, & Put Back Up**



### 2 Weeks from Move-Out:

1) **Dust and Remove Cobwebs From all Ceilings and Corners With a Clean Cloth**

2) **Check Smoke Detectors and carbon monoxide detectors:** Make sure all smoke detectors are working properly and each detector has a good battery.

3) **Clean Marks On Walls That You Made:** Be Sure To use the appropriate cleaning product on your wall type. If you are not sure, read the back of the cleaning product carefully before use.

4) **Wall Repair:** If the correct picture hangers were used, there's no need to spackle or fill holes; the small holes will be

all right. When holes are spackled and painted, they look worse. If holes are spackled improperly you may incur additional painting cost.

#### 5) **Yard Work:**

If you have neglected to keep up on your weeding and yard work, now is a good time to get the yard back in shape.

#### **1 Week From Move-Out:**

1) Moving washer and dryer: appliances can cause a lot of expensive damage to the vinyl. Move them carefully, do not drag them across the floor. Please!

2) **Clean All Heat Register:** After all of the furniture is removed, clean all heat registers, inside and out.

3) Clean Refrigerator, Freezer, Stove, Range, Dishwasher, Garbage Disposal, & Clean & Rehang Drapes.

4) Also clean behind the refrigerator. Please use caution to avoid damage to the floor when moving it.

**\*\*Do not unplug the refrigerator or turn off\*\***

4) **Mail Forwarding:** Go to the Post Office and pick up change of address postcards, fill them out with your new address.

5) Please call the office when you are ready to schedule an appointment to give us all the keys, garage remotes, gate remotes, alarm codes, and forwarding address.

6) Notify the utility companies that you are vacating and provide them with a forwarding address for you.

#### Last Day:

1) **Bathrooms:** Do a final cleaning and wipe down of all sinks, bathtubs, toilets, counters and floors.

2) **Cupboard and Drawers:** Check and wipe down all cupboard and drawers making sure they are empty and crumb free.

3) **Vinyl Floors:** Sweep and mop all vinyl floors well. Be sure not to walk on them while they are wet.

4) **Yard Duty:** Mow the yard. Pick up all animal feces.

5) **Final Walk-Through:** Walk through the entire home, checking all of the closets, cupboards, linen closets and shelves. Check the attic, basement, and garage.

6) **Lock It Up:** While doing the final walk through, be sure that all windows, screen doors, sliding glass doors, and main doors are latched, locked, and dead bolted.

**\*This does not represent all of the things that need to be done, but is a sample organization. See cleaning list attached to your move in check list.**

