

Tenant Move-Out Instructions

Thank you for your tenancy with Real Property Management Vancouver/Authority. We wish you well in your new home. We recognize that things can get pretty hectic as you move, and our hope is to help you understand your responsibilities. If you have any questions or concerns, please call us at (360)883-4881.

After you have completely moved out of your home, please place your keys in an envelope with your name and address. Bring the keys to our office at 7200 NE 41st Street, Suite 201, Vancouver, WA 98661 and put them in the rent drop near the front door. Rent will be charged until we receive your keys, so please turn them in immediately. Any garage remotes you have can be left on the kitchen counter.

You will not be able to re-enter the home after the keys have been turned in. We will conduct our own move out inspection and we will send a link to the report to the email address we have on file. In order to receive a refund as soon as possible, this report must be signed and returned within 7 days of receipt.

Keep in mind that the better condition in which you leave the home, the faster the deposit can be returned to you. Please provide us with your forwarding address as soon as possible. Your deposit refund will be sent to this address.

If you vacate the property prior to the end of your lease term, you will be responsible for the rent during the remaining term of the lease. (See paragraph four of your lease agreement). However, we will try our best to re-lease the property.

Move Out Specifications

- ❖ The carpeting must be *professionally* cleaned, and a receipt turned in with keys or you will be charged a carpet cleaning fee. *Rental of a machine does NOT qualify.*
- ❖ Repair or have repaired any damage you or your pets have caused. It will be less expensive for you if you take care of your own damage.
- ❖ Discontinue your utility services before vacating or you will be charged.
- ❖ Make arrangements to have your trash picked up before you discontinue service.
- ❖ Do not place any trash/garbage into the recycling bins.
- ❖ Follow and complete the cleaning guidelines. You will be charged for any cleaning we need to hire out.

Tenant Move-Out Information

Move Out Date: _____ Tenant Name(s): _____
Unit Address: _____
Forwarding Address: _____
Contact Phone Number: _____
Signature: _____ Date: _____