

## MOVE-OUT NOTICE

**All tenants moving out**  **One or more tenants are staying**  
**\*\* FOR OFFICE USE ONLY \*\*** **\*\* FOR OFFICE USE ONLY \*\***

Date keys returned: \_\_\_\_\_ 14th Day: \_\_\_\_\_  
 R'cd By: \_\_\_\_\_ # Door keys returned: \_\_\_\_\_  
 # Other keys returned: \_\_\_\_\_ # FOB's returned: \_\_\_\_\_  
 # Garage Door Openers returned: \_\_\_\_\_ Letter Holding Date: \_\_\_\_\_

R'cd By: \_\_\_\_\_  
 Date Received: \_\_\_\_\_  
 ACH (circle one):  Yes  No

<b>Current Rental Address:</b> _____ <b>Current Phone Number:</b> _____ Cell _____ Home _____ <small>Please circle the best number to reach you during the day.</small>	Work _____ ↓ CO-SIGNER ↓
<b>TENANT REPRESENTATIVE:</b> Forwarding Address: _____ Forwarding Phone: _____	
<b>NAME:</b> _____ Forwarding Address: _____ Forwarding Phone: _____	↓ TENANT ↓ ↓ CO-SIGNER ↓
<b>NAME:</b> _____ Forwarding Address: _____ Forwarding Phone: _____	
<b>NAME:</b> _____ Forwarding Address: _____ Forwarding Phone: _____	

**Date to Vacate:** \_\_\_\_\_ **Date of this notification:** \_\_\_\_\_ **Lease Expiration Date:** \_\_\_\_\_  
**Please check one:**  Lease Ending  Change of Tenancy  Lease Take-Over  Breaking Lease  
 Current Rent: \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

Instructions for showing unit: \_\_\_\_\_  
 By checking yes below I am allowing Windermere Management to give my phone number to prospective tenants so they can call me for an appointment to view my unit.  
 Yes  No *(If you are breaking your lease, or not giving the required 20 days notice prior to the first of the subsequent month, we highly suggest that you mark "yes". This will expedite the re-renting of your unit.)*  
 If I opt to not show my unit, a Windermere Management agent may do so per Washington State Landlord-Tenant Act.

**BREAKING A LEASE:** If my lease has not expired as of the date of intent to move out, I understand that I am still liable for the terms and conditions of my lease until such time as it is re-rented. In addition to the rent due, I realize that I am responsible for the cost of such items as yard care, utilities, energy costs as dictated by seasonal or climactic conditions, and the labor charges accrued in performing these items on my behalf. I understand that I am responsible for costs incurred in re-renting my unit, including but not limited to advertising costs.  
 An administrative fee of  \$100  \$250  1/2 of 1 month's rent (determined by your lease) is due with this notice if I am breaking my lease.  
 Date Paid  cash  check # \_\_\_\_\_

**MONTH-TO-MONTH TENANCY:** I understand my contract requires a notice to vacate be given in writing by the 10th of the month or 20 days before the end of the rental period. If I am giving improper notice, I will be liable for the rent loss during the next rental period if the unit is not re-rented.

**KEYS:** I understand that I must return the keys to my unit by noon on the last day of tenancy to the Windermere Management office. The return of my keys relinquishes all rights of possession to Windermere Management, and I may not re-enter the unit without their permission.

**SECURITY DEPOSIT REFUND:** A statement of charges will be mailed on or before the 14th day after termination of tenancy. It will state all charges withheld and include a refund check or balance due. If Windermere Management is unable to issue my statement within 14 days, a letter holding will be sent detailing the actual and/or estimated costs.

Tenant Signature	Date
Tenant Signature	Date
Tenant Signature	Date
Tenant Signature	Date

## CLEANING AT MOVE-OUT

**Windermere Management** inspects the turnover unit for cleaning and damages after the keys are returned. We do not allow tenants to return to the unit and perform extra cleaning after the inspection. Licensed professionals will be dispatched at the tenant's expense for all items requiring attention.

A comprehensive list of cleaning items is listed below. There may be items that do not apply in some cases or require more cleaning than is indicated, depending on the individual type of rental unit.

**Kitchen:** Pull all appliances away from the wall. Clean backs and underneath.

**Refrigerator:** Clean all racks, shelves, bins, trays, doors and door seals, drawers, sides, top, back, adjacent walls and floor. **Leave unit turned on.**

**Freezer:** Defrost, empty defrost pan, and clean interior.

**Range:** Clean oven, racks, doors, glass, cracks and crevices, replace drip pans, rings, under tray, chrome, controls, sides, back, floor and adjacent walls.

**Sink:** Clean and polish the basin, rim, handles, spout, cracks and crevices. Be sure garbage disposal is clean and free of debris.

**Oven hood:** Clean the body inside and out, filter, light lens, fan blades and motor, switches and vent fins.

**Dishwasher:** Clean and polish the door inside and out, basin, racks, controls, cracks and crevices.

### **Bathroom**

**Sink/Tub/Shower:** Clean and polish the basin, rim, handles, spout and crevices.

**Toilet:** Clean the bowl inside and out, tank and lid, handles, seat and crevices.

**Miscellaneous:** Clean and polish mirrors, hardware, towel bars and ring.

### **All Rooms**

**Floors:** Vacuum carpets. Clean and wax all floors including corners and crevices.

**Windows:** Clean all panes, seals, sills, tracks and frames.

**Window Coverings:** Clean drapes, blinds and rods. Remove all coverings installed by tenants, including hardware.

**Walls and Ceilings:** Clean cobwebs, smudges, dust, dirt, etc.

**Doors:** Clean frames, body inside and out, and hardware.

**Counters:** Clean and polish all tops, back-splash areas, trim, corners and crevices.

**Cabinets and Closets:** Clean all shelves, drawers, hardware, doors or fronts, inside and out.

**Fixtures:** Clean doorbells, mailbox, thermostats, hot water tank(s) and piping. Remove, clean and reinstall light covers (replace burned out bulbs at the same time) and face plates. Clean all switches, outlets, heaters (vents, radiators and electric baseboards).

### **Miscellaneous:**

- Clean and/or dust furnace, changing filter if necessary.
- Clean fireplace and/or woodstove of all ashes, wood, etc.
- Clean all decks, patios, porches, rails, etc.
- Clean washer and dryer, lint traps, filter doors, cracks and crevices. Vacuum dryer vent if necessary.
- Clean all exterior light fixtures.

### **Exterior:**

- Mow grass, weed planters and flower beds, edge and prune.
- Clean siding, windows, sills, window frames, doors and soffits of dirt and cobwebs.
- Sweep and remove cobwebs from storage buildings and/or garage/carport.

**Tenant Representative:** *Please identify the designated Tenant Representative (TR). At the end of the lease contract the TR will receive the security deposit refund. This refund will have all tenants listed, and will be delivered to the TR.*