

# Complete Rental Management, LLC Move-out Requirements

Dear Tenant :

Enclosed please find the form you will need to fill out and mail to our address printed above to finalize your move-out date. Please make sure we receive this notice at least 28 days prior to your scheduled move-out date. We need you to call our office one week prior to your scheduled move-out date to set an appointment to do your final walk through. At this time, we will collect all keys and inspect the unit for any damages caused by you.

The following information will help clarify what is required when you vacate your unit. Please read is carefully. We will be showing your unit to prospective tenants and expect your full cooperation.

**RENT:** Your rent is still due per your Rental Agreement, even if it is only a prorated amount. Please be advised that ALL repairs/replacements/cleaning must be completed by inspection time. If it is not ready, RENT will be charged until the work is completed.

**FINAL INSPECTION:** You have a choice to be present when the units is inspected but you will need to coordinate a time with us. The unit must be ready for final inspection at which time all cleaning and repairs must be completed. We will finish anything not completed but at your expense. Rent will be charged until all items are complete.

**KEYS:** When the property is vacant return all keys and cards (Including storage and mailbox). Failure to return the keys will result in our re-keying the locks and replacing the keys all at your expense.

**UTILITIES AND MAIL:** You are responsible for terminating your utility services. Please notify the postal service of your change of address.

**GENERAL CLEANING:**

1. All walls, doors, baseboards, woodwork, light switches and faceplates, are to be cleaned of smudges, fingerprints, and scuffmarks.
2. All nails and picture hangers are to be removed and holes filled. Suggestion: use a toothpick and fill only the hole; larger smears of spackling compound or paint touch-ups that are too apparent will force us to charge you for patching and painting.
3. All windows and screens are to be thoroughly cleaned, including frames and tracks, inside and out.
4. All drawers, shelves, cabinets, and closets are to be thoroughly cleaned. Any shelving paper put in by you is to be removed. Any damage is your responsibility.
5. Carpets to be PROFESSIONALLY cleaned, a copy of the receipt is required. If no receipt is received, then a professional will be hired at your expense.
6. Floors are to be swept, mopped, and waxed.
7. Patios, lanais, and walkways are to be swept and or hosed down.

8. Garage floors/carport/parking stall are to be cleaned of any grease, oil or stains caused by you or your guest's vehicles.
9. Plumbing fixtures are to be cleaned of all film or buildup of any type, including soap scum, toilet bowl rings and mineral deposits.
10. Appliances should be thoroughly cleaned with appropriate cleaning materials:
  - A. Refrigerator - Clean the interior by removing all shelves and drawers. Clean the exterior including vacuuming coils, the floor under and around the unit. Defrost freezer, if necessary, and replace ice trays. **DO NOT UNPLUG OR TURN OFF!**
  - B. Oven - Clean the interior **DO NOT USE CAUSTIC OVEN CLEANER.** Follow the manufacturer's directions. All outside surfaces should be cleaned with an all purpose cleaner to remove grease and grime. Clean bottom drawer (if there is one) and the broiler pan.
  - C. Stove - Remove and clean the drip pans or replace, clean under drip pans (most range tops will lift up to expose area under drip pans).
  - D. Stove hood filter - Must be removed and cleaned (if the metal type) in a solution of grease solvent cleaner and hot water. Surfaces of stove hood should be thoroughly cleaned.
  - E. Dishwasher/disposal - Clean rubber gasket in dishwasher and disposal to remove built up grime. Make sure dishwasher is free of water. Disposal can be deodorized with pine-type cleaner. Wipe exterior surfaces of dishwasher, including sides of door.
  - F. Washer/Dryer - Make sure all lint is removed from filters. Clean the interior and exterior surfaces of both appliances. If dryer vents outside, make sure the area is clean.
  - G. Ceiling fan and blades - Wipe clean.
11. Vacuum drapery and slats of blinds.
12. Dishes and pots and pans should all be **WASHED**, whether they have been used or not.
13. Clean all light fixtures and replace burnt out bulbs.
14. Pets: After professional carpet cleaning and removal of pets, **PROFESSIONALLY** treat inside and out for fleas, ticks and mites. We require a copy of the receipt. If we have not been given a receipt within two (2) days of vacancy, we will hire a professional pest control company to do the treatment at your expense.
15. Do final yard work as close as possible to vacating; the yard should be in as good a condition as when you took occupancy.

We are legally required to return your deposit or to notify you of any delay due to necessary repairs/cleaning/etc. by midnight of the fourteenth day after termination of the Rental Agreement.

To avoid any misunderstandings please call us if you have questions.

Mahalo,

Complete Rental Management, LLC

**RESIDENT'S NOTICE OF INTENT TO VACATE**

The resident(s) occupying \_\_\_\_\_  
\_\_\_\_\_ (please write in complete address  
including apt.# and complex where appropriate) will vacate the above mentioned unit on or  
before the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

The date given is a definite date to vacate, and no change in the move-out date will be made  
without the WRITTEN approval of the owner's representative. The date to vacate cannot be  
beyond the resident's current lease expiration. If the above apartment has been released to a new  
resident, the present resident understands that it may be impossible to grant such a request.

I understand that giving notice does not relieve me of my liability that I may have under my  
present lease agreement. If the term is not expired, I understand I am not relieved of my  
obligation to pay rent through the Ending Date as stated in the lease agreement.

This written notice is delivered to the lessor at the place where rent is paid on this the \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Resident Name

\_\_\_\_\_  
Lease Expiration Date

\_\_\_\_\_  
Resident Signature

Resident Present Phone: (Home) \_\_\_\_\_ (Work)\_\_\_\_\_

Forwarding Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Moving:  
o Lease is ending.  
o Other:\_\_\_\_\_

If there are any questions, please contact the management office. Move-out cleaning instructions  
are available at the management office.

Office Use Only:  
Date Received:\_\_\_\_\_

Date Approved\_\_\_\_\_

