

MOVE-OUT AND CLEANING INSTRUCTIONS

We sincerely hope you've enjoyed the time you spent living in your home. To make your move as smooth as possible, and assure a full and timely refund of your security deposit, we've prepared this guide.

NOTICE AND FINAL MONTH'S RENT

Please be certain you have provided written notice per the terms of your rental agreement. Your notice must be written and include the specific date by which you will be completely moved out and the apartment will be clean.

Your notice date will be the day your written notice is postmarked and all remaining rent due will be pro-rated from that date. Additionally, remember that you have not paid last month's rent. Be sure to pay your final month of rent, pro-rated to your final day, on time so you are not subject to a late fee.

CLEANING

We hope that the following guide to cleaning will assist you. For a full refund of your security deposit, please follow these procedures:

- Everything you moved in should be moved out, including everything in closets, cabinets, attics, basements and yard areas. All trash should be hauled away. Regular household trash may be placed in the garbage receptacles we provide. Just be nice to your neighbors about a filling shared garbage can with excessive moving trash. Recycling should be sorted and placed in the recycling containers provided.
- Pick up all trash, cigarette butts, recycling, etc from the exterior of the home.
- Sweep all cobwebs down from ceilings. Use a towel wrapped around a broom.
- Wash out ceiling light shades. Carefully remove, wash with dish soap, dry and replace.
- Wipe the interior and exterior of all cabinets with 409, Fantastik or a similar product.
- Wipe down all baseboards with 409, Fantastik or a similar product.
- Clean all walls, doors, trim and light switch plates with 409, Fantastik or a similar product.
- Clean stove and oven thoroughly. For self-cleaning ovens, run the cleaning cycle and don't use oven cleaner. For non-self-cleaning ovens, use oven cleaner per instructions on the can. If first use does not clean, it is much easier to re-spray and wipe again. Thoroughly rinse the inside of the oven after using the cleaner.
- Completely empty and clean the refrigerator, including the exterior, the top and the freezer compartment.
- Vacuum all carpeting and arrange for professional cleaning. The best prices for cleaning seem to be Sears and ServiceMaster.
- Clean all mirrors and glass in doors with Windex or a similar product.
- Clean all tubs, sinks, toilets, showers, etc. Household bleach removes mildew stains. CLR is good for removing all soap scum and rust or water stains. Soft Scrub will clean soap from plumbing fixtures. Wipe down bathroom walls... you'll be amazed how hairy they are!
- Fireplaces should be swept out and ashes disposed of. One thing: Definitely do not place hot, or even warm, ashes in garbage. A fire will result.

As you clean, keep an inventory of damage you note that was caused during your stay on your Check-Out form (available at www.nicerentals.org).

MOVE-OUT DAY

On your move-out day, please close all windows and turn off all lights. Turn the heat to 50 degrees (and press "hold" if your thermostat is programmable).

On the kitchen counter, please leave: A note with your forwarding address and new phone number, an itemization of any damage to the home you know of and an envelope containing all of your keys.

Place a phone call to 503-720-1255 to confirm that you are finished moving and cleaning and the home is now vacant. Lock the door and pull it shut on your way out. Say good bye to your old home!

SECURITY DEPOSIT REFUND

In compliance with State law, we will provide a written accounting of the disposition of your security deposit funds and refund of all deposits remaining within 30 days from the date you vacate the premises. In general, we refund deposits sooner than 30 days. Please be certain you've provided us with your forwarding address and new phone number. We hope we'll be refunding your entire security deposit to you.

Thank you for renting your home from us. We wish you all the best in the future!