

MOVE –OUT INSTRUCTIONS

CONTACT ALL UTILITY COMPANIES

Pinion Property Management, Inc. will not contact any of the utility companies that the tenant is responsible for paying. It is your job to contact them, inform them of your move-out date, make sure that your account is all paid, and follow all of their instructions to close your account. If you do not contact them, you will be held responsible for all billing until you contact them!

CONTACT THE POST OFFICE

Pinion Property Management, Inc. will not contact the post office and inform them that you are moving. It is your responsibility to contact the post office and provide them with an accurate forwarding address. If you do not take care of this, you risk losing important mail and packages – including your deposit refund!

FORWARDING ADDRESS

We have to have a correct forwarding address in order to send you the closing statement and deposit refund check. Please make sure you have provided us with a complete, accurate address including apartment numbers, city, state, and zip code! If you do not provide us with an address, we are required, by law, to send everything to your vacating address.

REMOVE ALL BELONGINGS

The apartment must be completely empty of all personal belongings. Please double check all drawers, cabinets, closets, garages and any storage areas carefully. Do not leave anything behind for future tenants. Once you have turned in your keys, all belongings left in the unit will be considered abandoned and you will be charged for their removal, disposal and any dump fees. You will also be charged for any items left by the garbage dumpsters – including garbage. The Corvallis Area Reuse Directory is a list of places where you can take clean, working items in good condition to be used again. The directory is available at PPM.

TAKE THE TIME TO CLEAN YOUR UNIT CORRECTLY

PLEASE DO NOT UNDERESTIMATE THE COST OF PROFESSIONAL CLEANING

To avoid any additional cleaning costs, the apartment must be completely deep cleaned and ready for move-in. We will inspect your unit after you move out and deduct the costs of cleaning, painting and any needed repairs that were not noted on your move-in inspection sheet. As stated in your rental agreement, the floors will be professionally cleaned and that cost will be deducted from your deposit. You will not be charged for anything considered normal wear and tear for the period of time you lived in the unit. Please read the “Clarification of Allowable Tenant Wear and Tear” & “Tips for Getting Your Security Deposit Back” flyers carefully.

TURN IN ALL KEYS, PARKING PERMITS & REMOTES

Once you have completely vacated the unit, everyone in the unit must turn in all door keys, storage keys, bedroom keys, laundry room keys, mailbox keys, parking permits and all remotes. If you neglect to do so, you may be charged for replacements. **DO NOT LEAVE THEM INSIDE YOUR UNIT OR THROW THEM AWAY!** Once we receive keys, we will consider the unit vacated. Please have the last person out turn in all the keys, parking permits and remotes at once.

PLEASE REMEMBER – You are considered to have possession of the apartment until all the keys have been returned to our office. You will be charged rent for each day after your 30-day notice that the keys are still out. Monmouth tenants, keys can be turned in at the manager’s office drop slot at Wolfpack Village. Sisters tenants, please follow the special instructions regarding the keys provided with your 30-day confirmation.

DEPOSIT REFUND CHECK

Your closing statement with any due refund will be sent within 31 days from the date that we receive your keys. **PLEASE DO NOT CALL OUR OFFICE REGARDING THE STATUS OF YOUR REFUND UNLESS THE 31 DAY TIME PERIOD HAS PASSED.** The check will be made payable to everyone on the rental agreement unless everyone on the rental agreement agrees to have the check made payable to a single individual. To have the check payable to a single individual, a completed “Deposit Settlement Check Change Form” must be signed and turned into our office prior to move-out. Once the check has been processed and mailed, it is too late to make changes without fees!

CLEANING GUIDELINES

As stated in your rental agreement, the floors will be professionally cleaned, and that cost will be deducted from your deposit. **To avoid any additional cleaning costs, the apartment must be completely deep cleaned and ready for move-in.** You will not be charged for anything considered normal wear and tear for the period of time you lived in the unit. Please read the "Clarification of Allowable Tenant Wear and Tear" & "Tips for Getting Your Security Deposit Back" flyers carefully.

CLEANING YOUR APARTMENT - There are certain kinds of surfaces that require special treatment with different techniques or cleaning products. The bathroom has at least two kinds of surfaces that can be marred easily – fiberglass tubs/shower enclosures and chrome. Please do not use harsh abrasives or scrubbing pads on these types of surfaces. A solution of Spin-N-Span or Simple Green will cut grease, soap, scum and mold/mildew. Also, remember that a simple bleach solution is much cheaper than many cleaning products you can purchase. **DO NOT MIX BLEACH & AMMONIA!**

KITCHEN

- Clean inside of the cabinets & drawers. Wipe down outside of cabinets/drawers & polish if natural finish. Dust above cabinets.
- Wash walls & molding; dust/clean light fixtures & replace burned out light bulbs; vacuum & mop floors.
- Scrub & polish sink/faucet and counters.
- Clean the stove thoroughly – clean inside of oven, oven racks, pan drawer underneath, and burners. Drip pans should be cleaned (if possible) or replaced. Clean/degrease hood & filter, wipe down outside of stove & dials. Move stove to clean underneath & the walls behind. (Take care not to tear or scratch the floor.) Clean the inside and outside of the microwave.
- Clean the refrigerator – wash and disinfect the inside, outside and top. Remove all food, defrost the freezer and remove/clean all racks & drawers. Move fridge to clean underneath & the walls behind. (Take care not to tear or scratch the floor.)

BATHROOM

- Clean toilet, shower/tub and sink thoroughly. Clean & polish all chrome faucets & fixtures. Everything needs to be mold, mildew, dirt, and soap scum free.
- Remove shower curtain & rings. Leave the shower curtain rod.
- Clean floor, walls and doors. Clean the bathroom fan & ceiling. Clean towel bars.
- Wipe out the inside of cabinets, drawers & vanity. Wipe down the outside of the cabinets/drawers & polish if natural finish. Dust around lights, replace burned out light bulbs. Clean mirrors.

ALL ROOMS

- Wash walls, baseboards, molding, doors, & door frames. Remove any marks, stickers, and all cobwebs.
- Dust/Clean all light fixtures and replace all burned out light bulbs.
- Vacuum carpets, mop floors, clean/dust baseboards. Sweep/clean porches, walkways, patios, garages.
- Dust all closets & shelves.
- Wash all windows inside & out. Clean out window tracks – remove dirt, mold & mildew. Clean all blinds.
- Finish all yard work.

Any professional cleaning required to clean, or finish the cleaning of your unit, can be expensive.

PLEASE DO NOT UNDERESTIMATE THE COST OF PROFESSIONAL CLEANING

THANK YOU FOR RENTING FROM PINION PROPERTY MANAGEMENT, INC.!