



# DuPont Realty Group

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<b>Move Out Procedures &amp; Checklist</b>
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Dear Tenant,

Thank you for providing your notice of intent to vacate the property you are renting from DuPont/Lacey Realty & Property Management. Attached is a move out checklist and a vendor list of recommended vendors for house cleaning, carpet cleaning, and more. The vendors we most highly recommend are notated with a checkmark on the vendor list. Please make sure that house cleaning, carpet, yard work etc. are all done prior to your move out inspection date, or otherwise arranged and approved by the Property Manager. Should these items not be done at that time you will be responsible for any day past your vacancy date for pro-rated rent due to the home not being "move-in ready." Please call us no later than one week before your move out date to schedule a walk through inspection.

It will take up to 21 days from the day your lease agreement is terminated to return your security deposit, in accordance with WA state law. Security deposit funds will be used for any additional charges for repairs etc. and a statement will be included with the disbursement. You are responsible to pay for utilities through the date you are financially responsible for the property, and you must call and "cancel your accounts" and pay the final bill. DO NOT have utilities "turned off," they must revert back to the owner's name for any vacancy period.

RCW requires that we mail the security deposit return or hand it to you in person. Please provide us with a forwarding address for your security deposit refund and statement to be sent to. If you do not know your future address, your refund and statement will automatically be mailed to the last known address we have on file.

If you have any questions, you can always call the office and we will be happy to help you.

Thank you in advance,

DuPont Realty Group

3/10/2020

## Move Out Procedures

### **Dear Resident,**

We have received your notice informing us of your plans to vacate. Please make sure we have an updated phone number for you in our system, as communication during this time is key to an easy move out process.

We will most likely be advertising and showing your property, with 24 hours advanced notice to you, to prospective tenants or buyers. You do not need to be present for these showings, but you are more than welcome to be if you would like. Please let us know ahead of time what times will work best for you. We appreciate your flexibility as we work to re-rent the property. If you have questions or concerns, please let your property manager know. A sign and post will be placed in the front of the home.

We hope you have enjoyed your time in the property and wish you well as you relocate. The majority of those who lose portions of their security deposit are deducted for inadequate cleaning. We hate to see that happen to our tenants, especially those who work hard to clean the property. The attached cleaning checklist should also help the company you have hired to clean do a thorough and complete job.

**Condition** – If home is not turned over in rentable condition at time of move out, the tenant will be charged a daily pro-rated rent amount until property is “move-in ready”.

**Walls** – All nails/hooks/screws should be removed and the holes re-filled with spackling or drywall filler. Removal of screws and other drywall repair will be charged to tenant.

**\*\*\*Touch up paint-please discuss with your property manager.\*\*\***

**Oven** – The oven must be cleaned and we recommend you plan ahead and use the oven’s **Self-Cleaner Mode**. Plan for 3 hours to be away from the property while the oven is locked and self-cleaning as there will be a strong odor. After it has cooled down completely, baked off food residue can be easily wiped out.

**Light bulbs** – Please replace all burnt out light bulbs inside house, garage and exterior.

**Lawn** – Mow, water, edge, prune and weed lawn and flower beds prior to move-out. A yard maintenance charge may be assessed if the above requirements aren’t met.

**Refuse, Rubbish and unwanted items** – No belongings, furniture, or garbage, can remain at the home at move-out. Cleaning supplies are the exception, and can be left behind if they are in good condition.

**Garage** – Please remember to sweep the patios, porches, and garage, and remove any oil stains.

**Utilities** – Call and “cancel your accounts” and provide forwarding address to pay the final bill. DO NOT have utilities “turned off.”

**Carpets** – Must be professionally cleaned, and a receipt must be provided.

**Re-Key** – The property must be re-keyed after move out, as stated in the lease agreement, this service will automatically be done by DuPont/Lacey Realty and deducted from the Security Deposit.

**Final Walk-Through & Deposit Disbursement:** Please arrange for a final walk-through with a property manager to turn over keys and provide a forwarding address. Charges for damages not existing at the time of move-in and/or cleaning not completed in accordance with the attached form shall be assessed against your damage deposit. A letter explaining the disposition of your deposit and any charges will be mailed and postmarked by the 21st of the following month after move-out, in accordance with all legal requirements.

## Move Out Cleaning Checklist

**\*\*Note:** All homeowners and tenants need to meet cleaning standards, or a cleaning crew will be hired at your expense to complete the job to move-in standards. **Professional cleaning services are REQUIRED.**

<b>Move-Out Cleaning List</b>
Blinds (dust)
Windows (inside and ground level outside)
Window Tracks
Millwork - baseboards - wipe down
Dust sills, mantle, etc.
Oven (self-clean and wipe) and underneath
Stove top, under and exterior
Refrigerator (inside, out and under)
Cabinets (inside and out)
Kitchen Floor
Dishwasher (inside and outside)
Kitchen Sink
Vinyl flooring
Entry flooring
Ceiling fans
Vacuum vents in ceiling
Vacuum carpet & edge
Clean wood floors
Clean washer/dryer/laundry
All Bathroom cabinets and drawers (inside and out)
All Bathroom floors, sinks, tubs
All Light globes throughout home (de-bug and wipe)
Lightbulbs in all fixtures throughout home
Switch plates
Patch all nail and screw holes throughout home
Garage Floor-sweep
Garage sink
Front porch - Sweep
Additional fridge or freezer
Patio - Sweep or pressure wash
Lawn - mowed, weeded and edged
<b>Carpets Professionally Cleaned w/ Receipt at Move-Out</b>

## **Vendor Resource List**

### **Appliance Repair**

✓ Appliance Repair Specialists	360.754.9252
TV Time Appliance (replacement/haul)	253.581.3406
McKinney's Appliance (replacement)	360.456.8525

### **Back Flow Testing**

✓ Lacey Backflow & Irrigation, LLC	360.216.9094
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### **Carpet Cleaning and/or Repair**

✓ Amburgey Carpets	253.670.0464 or 253.891.1136
✓ Hometown Carpet	253.590.3677
✓ M&M Cleaning Services	253.678.5311
Meyer Floor Covering	253.588.6677
Hammond Knoll	253.572.9686

### **Electrician**

Brown Electric	253.405.2435
The Handyman Electric	253.255.2461

### **Exterior Maintenance/Pressure Wash**

✓ Sound Repair & Restoration, LLC	253.226.9443
✓ Golden Rule Painting	253.964.1310 or 206.650.4574
✓ Anthony Gardner	253.224.5168
Sparkle Wash	253.862.2051

### **Exterminator/Pest Control**

✓ Sound Pest	253.468.2635
PCI Pest Control	360.458.8624

### **Fence Installation**

Summit Fence Co.	253.573.2833
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### **Garage Door Repair/Installation**

✓ Hung Right Doors LLC	360.350.4950
Precision Door Services	425.712.3701

### **General Contractors**

✓ Sound Repair & Restoration, LLC	253.226.9443
✓ Anthony Gardner	253.224.5168

### **Gutter/Roof Cleaning**

✓ Sound Repair & Restoration, LLC	253.226.9443
✓ Anthony Gardner	253.224.5168

### **Handyman**

Sound Repair & Restoration, LLC	253.226.9443
Anthony Gardner- Repairs	253.224.5168

**Hauling**

Roy Coffey	253.906.3359
Sound Repair & Restoration, LLC	253.226.9443

**Heating & A/C**

✓ Capital Heating & Cooling	360.491.7450
Sunset Air	360.456.4956
Bob's Heating and Air	800.840.3346

**Home Cleaning**

✓ Maddy's Cleaning (Luisa)	253.722.6910
✓ MTZ Cleaning (Maritza)	253.376.0532
✓ M&M Cleaning Services	253.678.5311
Dirty Deeds Cleaning Services, LLC	360.510.5438
Magic Mops	360.350.4805

**Lawn Care Services**

✓ Chuck's Lawn Care Service	253.905.8749
Beauty Grown- Chase	360.915.3014
Barefoot Lawn	360.413.9960

**Locksmith**

✓ G&B Resources, LLC	360.742.9045 or 253.254.9326
The Lock Doctor	360.438.2080

**Painting**

✓ Golden Rule Painting & Decorating	253.964.1310 or 206.650.4574
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**Plumbing**

A+ Services	360.218.2724
Olympic Plumbing	360.352.5164
Advanced Plumbing	360.867.0058

**Window Installation**

✓ Washington Window + Glass Service	360.451.3990
Express Window	253.761.3603
South Tacoma Glass	253.582.2401

