

Full House Property Management LLC

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MOVE-OUT INFORMATION

Lease Responsibility:

You continue to be responsible for your lease obligations until the termination date of the lease or until the unit re-rents. A 30 day notice does not dictate the end of your lease - it merely states your intention to end your tenancy.

Utility Shut Off:

You are responsible for the utilities until the termination of your lease. If you remove your name from the utility provider's account before your lease obligation is up, you will be charged administrative fee for the processing of your utility obligation.

Carpet Cleaning:

You must have your carpets **professionally** cleaned by the time of your final inspection. **Renting a steam cleaner is not allowed.** A receipt for this service from a professional carpet cleaning company must be presented at your final inspection.

Clean Up:

It is highly recommended that you be in attendance for your final inspection. At the inspection, the inspector will inform you of what must be done to insure a full refund of your security deposit. You will then have 24 hours to complete the necessary cleaning.

Deposit Refund:

In accordance with Montana law, if you pass your final inspection and no further cleaning/repairs must take place, you can expect disposition of your security deposit within ten (10) days. If cleaning and/or repairs are not satisfactory, FHPM has thirty (30) days within which to notify you of your disposition of deposit. **REMINDER: Deposit is not to be considered last months rent.**

Advertising/Early Termination charges:

If you are breaking your lease, you will be responsible for all costs and charges related to early termination of your lease as stipulated in your rental agreement.

Move-Out Procedures:

1. Residents **must** give at least 30 days written notice that they will be vacating. This applies even if your lease is expiring and you are not renewing. Verbal notification will not be permitted.
2. The effective date of notice will be the postmarked date if mailed, or the date you leave the notice in our office, if hand delivered.
3. All parties currently on the Rental Agreement must sign the 30 day notice in order for it to be valid.

4. To complete your final inspection, the carpets have to be cleaned by a professional carpet cleaning company (receipt given to FHPM), all cleaning must be done and keys ready to turn in. If for some reason this cannot be accomplished by the date and time set for the final inspection, please notify the office and FHPM will set another time for the final inspection.
5. Should you not pass the final inspection, the following procedures will apply. If the unit is not re-rented, or the move-in date for the new resident is a couple of days off, FHPM will give you extra time to complete your cleaning but you will be charged rent for those extra days. If the unit is re-rented and new residents are waiting to move in, FHPM will finish the work to be done. If this prevents the new residents from occupying the unit, you will be charged rent for days they cannot occupy the unit. You may also be responsible for treble rents should you not vacate the premises and have it available for new residents. If you need to change your move out date, please contact us immediately. If the unit is not already rented, FHPM can change the date for you.
6. FHPM will need a forwarding address to which we can send the deposit. If there are several different residents in the unit, the deposit will be sent to whichever address we are given, in everyone's name. If we have no forwarding address, the check will be sent to the last known address.
7. Assuming the unit has passed the final inspection, you will receive your security deposit within ten days of the final inspection, please do not start calling immediately after move-out. We must check with any utility companies that provided you with service to ensure there are no outstanding bills and the date you called in for service disconnect. We will process move-outs promptly.
8. If you left with cleaning, repairs, or carpet shampooing to be completed or money owing on your account, we have thirty days to return the deposit balance. Please, allow FHPM the time to fully process your move-out before calling.
9. Do not remove the utilities from your name until the last day of your lease. If FHPM must pay a utility bill for you, there will be administrative fee added to your account for processing. This will delay the release of your deposit.
10. If you are breaking your lease, please remember, you are responsible for rent, all utilities, cleaning charges, all maintenance, property inspections, any rent differential or incentive required to rent the dwelling unit and advertising until the end of your lease or until the unit re-rents