

## **MOVE OUT DAY**

You will NEED to go our website: [www.procorepropertymanagement.com](http://www.procorepropertymanagement.com) and click on Tenant Services. Your Property Release Form will need to be turned in with any keys, mailbox keys, remotes and pool or gym pass with a Completed Property Release Form. Keys and remotes must be dropped at the office location (marked with residence location) We have a dropbox available at your convenience. Please do NOT leave in the residence. If you lock them in the residence there will be a charge to you for a locksmith to open the door.

**Drop Box Location  
1920 N. Lakes Place  
Suite #100  
Meridian, Idaho 83646**

### **MOVE OUT GUIDANCE CHECKLIST BELOW (For reference purposes only)**

Please use the following checklist as a guide to completing your move out and maximize your security deposit.

#### **UTILITIES:**

All utilities are kept on through the **last day of your lease** or **last paid date** that you will be in home; if by chance there has been a delay of your move. If you break of the lease before your lease is up any utilities must stay on in your name until new tenant occupies property. When billing comes in for property you could be charged for your portion of utilities if cut off to soon.

#### **CHANGE OF MOVE OUT DATE AFTER NOTICE HAS BEEN GIVEN:**

If certain circumstances happen and you choose to change your scheduled Move Out Date/ Time, you will need to put a request in which **MUST BE IN WRITING** with confirmation back in writing, before you make final plans to extend your stay. There are **NO** guarantees that we can change this date and make this happen as we may have a new tenant ready to move in once you have moved out.

#### **SECURITY DEPOSIT:**

According to the terms of your Lease, ProCore Property Management has 30-days to return your security deposit. Security deposits will be mailed to the forwarding address left with the office within 30-days after the move-out inspection. If no forwarding address is left, your disposition will be sent to your address where you just vacated. You can also pick up your deposit check at our office.

**CARPET CLEANING:** All homes have been professionally carpet cleaned and had cleaners before your arrival of move in. As required by your rental agreement, you will be responsible for the cost of mandatory professional carpet cleaning, which will be performed after you move out by a Carpet Cleaning Company. Carpet Cleaning cost can range between \$.19 cents to \$.29 cents per square foot of carpet. A rented carpet machine or home machine will not be accepted or hiring an outside carpet cleaning company.

**HOME CLEANING:** If the home is need of outside cleaners, our cleaners, will be scheduled to clean. Cleaners charge \$75.00 for 3 or 4 maids per hour. Appropriate charges will be deducted from your Security Deposit.

**WALLS:** DO NOT Fill holes and touch up paint: This has to be done correctly by a professional. This insures that the paint color will match and the full wall will be rolled out so there is NO patch work or streaking.

## **CLEANING CHECKLIST**

### **WALLS AND DOORS:**

Walls should be washed and all marks removed, including streaks above heaters.  
Remove all cobwebs from walls and ceilings.  
Wall and ceiling vents should be vacuumed and/or washed.  
Clean switch plates.  
Light covers should be removed from light fixtures and cleaned.  
Wipe down all baseboards and door trim  
Wipe down each door

### **KITCHEN:**

**Stove/Oven:** should be completely cleaned, including broiler pans.  
Clean stove top, panel, dials, pull out stove and oven and clean each side.  
Stove Drip pans should be removed and the underneath surface cleaned.  
Stove top Drip pans must be REPLACED.  
Remove bottom drawer and clean under and behind stove.  
Exhaust fans and overhead light should be free from grease and dirt, including filter

### **Refrigerator:**

Clean under fridge, behind fridge, and top of fridge.  
Clean inside refrigerator and under crisper drawers.  
Clean all refrigerator cubby's.  
Clean out Freezer.  
Defrost refrigerator, if applicable, and remove any water. **DO NOT TURN OFF FRIDGE WHEN VACATING.**  
Replace refrigerator water filter (if you have a water and ice maker)  
Vacuum off dust from back of fridge and bottom grille of fridge.

### **Microwave: (if applicable)**

Wipe out all of the sides of the inside of the microwave. Clean top of microwave, bottom of microwave, and the vent of the microwave:

### **Dishwasher: (if applicable)**

Wipeout and clean out food trap at bottom of dishwasher and around the inside of the door.

### **Garbage Disposer:**

Garbage disposal should be ran and have no food in it.

### **Drawers and Cabinets:**

Cabinets and drawer fronts cleaned.  
Wipe down all pantry shelves.  
Clean all counter-top surfaces.  
Clean the inside and outside of all cabinets and drawers

**Kitchen Sink:**

Clean sink and faucet fixtures.

**Floor:**

Sweep and Mop floor.

**Living Room:**

Clean electrical outlet covers.

Clean light fixture & covers.

Vacuum carpet & edges by baseboards.

Wipe down baseboards.

Clean walls, ceilings & corners.

Clean windows, window sills & tracks

Clean doors and around door frames.

Clean all vents on floor or wall.

Clean out closet & wipe down shelves.

Remove any cobwebs.

**Bathrooms:**

Tiles should be washed and grout cleaned.

Vanity and medicine cabinet should be cleaned, including shelves and mirrors.

Tub, shower, sink, and toilet should be cleaned and sanitized.

Glass door, if applicable, should be cleaned so all of the soap scum is removed.

Exhaust fans should be taken down and cleaned.

Clean bathtub, shower walls & fixtures.

Clean soap dishes & wipe down towel bars.

Thoroughly clean toilet inside & out.

Wipe down all counter tops.

Clean & wipe out all drawers.

Clean electrical outlet covers.

Clean light fixture & covers.

Clean walls, ceilings & corners.

Remove any cobwebs.

Mop floor and/or vacuum carpet.

Wipe down baseboards.

Clean doors and around door frames.

Clean all vents on floor or wall.

**Bedrooms:**

Vacuum carpet & edges by baseboards.

Wipe down baseboards.

Clean electrical outlet covers.

Clean light fixture & covers.

Clean walls, ceilings & corners.

Remove any cobwebs.

Clean windows, window sills & tracks

Clean doors and around door frames.

Clean all vents on floor or wall.

Clean out closet & wipe down shelves.

**Yard Area: (if you are responsible for the landscaping).**

Weed all flower beds and mow and edge the lawn.

Clean up any leaves in the flower beds as well as on porch or side of home/unit.

Remove all personal items and garbage.

Sweep off the porch area and insure the porch light bulb works and light fixture has been sweep clean of spider webs.

**Garage: (If Applicable)**

All trash needs to be removed from the premises.

Clean any oil stains from floor using an appropriate cleaner.

Sweep floor.

Clean off all shelves

Get rid of dirt and spider webs in windows

Replace burnt out light bulbs

Make sure garage door batteries work

**MISCELLANEOUS (IF APPLICABLE):**

Clean ceiling fan blades & draperies.

Empty & clean out storage units and/or garage, deck or patio.

Replace any burned-out light bulbs throughout home and garage, including the porch.

Replace any dead smoke detector batteries.

Replace furnace filter.

Replace garage remote/keypad batteries if necessary.

Remove all paper towel holders, adhesive items (if you installed).

Remove hooks, ceiling hooks, mounted mirrors, etc. that you installed.

General: Landscapers and Handymen charge anywhere from \$55 to \$70 an hour.

**\*\*\* This list is for guidance only and not intended to be all inclusive \*\*\***