



Move-Out Information

These instructions assume that you have already given Chinook Properties your written notice to move, or that you have been given a written notice terminating your tenancy. Please read the enclosed information carefully to help you with the move-out process and to maximize the refund of your potentially refundable security deposit of

Rent will be due on the first of the month for any days that you are in possession of the property. Rent will not be taken from the security deposit. If rent is not received by the 4th of the month, rent will be considered late and notices will be sent.

1. SURRENDERING THE PROPERTY: Moving is exhausting and hectic, however it is your responsibility to let us know that you are completely moved out and to return all keys to **Chinook Properties , 1590 High St, Eugene OR 97401, 541 484-0493**

You do not surrender the property merely by moving. You have surrendered the property when you have removed your belongings and returned the keys to us, and have completed your cleaning or repairs. If for any reason you do surrender the keys on or before the last day of tenancy, you will owe rent for all additional days that we do not have the keys.

2. Condition of the property: You are responsible for the condition in which you leave the property. It is our sincere desire to enter the property you have left and have it ready to re-rent immediately. To help increase the possibility of receiving a full refund of your security deposit, make sure you follow the provided information carefully. Incomplete work or missed details will require us to hire an appropriate crew to finish the work to make the unit ready to occupy. We cannot delay in re-renting the property, therefore you may not have the opportunity to return to complete unfinished work.

3. FORWARDING ADDRESS: We need a valid forwarding address from you to efficiently return your security deposit accounting. Without a forwarding address from you, we will mail your security deposit accounting to the rental address. **We are required by law to mail security deposit accounting within 31 days of move-out. Please do not contact us regarding your deposit accounting until the 31 days have passed.**

4. SHOWING THE PROPERTY: You are under no obligation to show the property to anyone who may inquire due to either our marketing efforts or the FOR RENT signs. Please direct all inquiries to us so that we can schedule an appointment for interested parties to view the property.



Things you can do to maximize the return of your security deposit

The following information and checklist are for you to use in maximizing the amount of the security deposit that can be returned to you. It is important to refer to the checklist and it is often helpful to walk through the house with the list to double check all points. It is less expensive to do the cleaning and repairs your self, assuming they are done properly.

1. Remove all personal items and trash in and around the house and the garage prior to the last day of occupancy, show on the first page of this letter. Be sure that it is hauled away.
2. Clean the house, garage, porch, patio and yard. The property must be ready for the incoming tenant to occupy. Check and double check the cleaning checklist and repeatedly go back over the unit. Areas that are missed will be cleaned and charged against your deposit at \$25.00 per hour. If you hire a cleaning service, you are still responsible to provide them with appropriate standards and to check for yourself that the cleaning is complete.
3. Vacuum carpets thoroughly. The carpet cleaning fee does not include vacuuming. You will be charged for vacuuming, if it is not done appropriately. If you have pets be sure to remove all hair and dander.
4. Remove, wash and reinstall all light fixture covers. Ensure all light bulbs are the proper size and in good working order.
5. Mow, edge, rake, weed the beds and gravel areas. Remove all trash, lawn clippings and compost piles. Yard work will be done at your expense if not completed by the last day or your occupancy. The charge for lawn care is \$35 per hour + a \$30 per load dump fee. You are also required to remove all pet wastes in and around the property, as well as correct any damage, paw marks or other evidence they might have left behind.
6. **Do not do any wall patching, touch up painting or other repairs, as these will be handled by the appropriate contractor. Please do not do any patching of holes in the walls. If poor patching is done, it might mean extra painting, which you will be charged for.**
7. Use the cleaning checklist on the following page to guide you in doing a thorough move-out cleaning.



CHINOOK PROPERTIES, INC

1590 High St. Eugene, Oregon 97401 (541) 484-0493 (800) 678-2252 FAX: (541) 343-7507

MOVE OUT SECURITY DEPOSIT ACCOUNTING FORM

Your potentially refundable security deposit can be disbursed in one of two ways. Normally, we issue one security deposit refund check in the names of all current residents. If you would like the check made out to only one person, please specify the person who may receive the check and their forwarding address. If you choose this option, all tenants must sign this form.

If you do not return this form, we will issue one security deposit check in all names.

If you prefer the refund check to be in the name of one specified tenant, fill out the section below and include the printed names and signatures of all tenants.

Return this form to Chinook Properties Inc. no later than the date of your move out.

Party to make check payable to: _____

Forwarding address: _____

Name & Signature _____ Date _____

Name & Signature _____ Date _____

Name & Signature _____ Date _____

Name & Signature _____ Date _____

Name & Signature _____ Date _____

Name & Signature _____ Date _____



Tenant Move-out Cleaning Checklist

Kitchen

Work Area

- Clean Inside/outside cupboard doors
- Clean drawer faces
- Clean cupboard shelves and inside drawers
- Clean cupboard under sink
- Clean counters, remove stains
- Clean sink, remove stains, polish fixtures
- Clean splashboard & wall above sink & counter

Stove

- Clean walls around and above stove
- Clean inside and outside of range hood
- Remove range hood filter, clean & replace
- Clean outside handles, control knobs and panels
- Clean inside oven and racks
- Clean stove top and burner rings
- Clean storage drawer and broiler pan
- Clean drip pans & line with foil

Refrigerator

- Clean sides, top, door & handle
- Defrost and clean freezer
- Remove and clean shelves and crisper drawers
- Clean door shelves, compartments and egg tray
- Leave refrigerator plugged in, at normal settings
- Clean door shelves, compartments and egg tray

Dishwasher

- Remove items or debris from bottom & screen
- Clean along inside, outside & front panel

Floor

- Wash & Wax

Bathroom

- Clean Tub & surround; polish fixtures
- Clean sink & soap holder
- Clean in/outside cupboards & drawers
- Clean in/outside medicine cabinet
- Clean in/outside of toilet and disinfect
- Wash floor, remove dirt along tub & toilet
- Remove shower curtain
- Wash floor, remove dirt along tub & toilet
- Remove shower curtain

General Cleaning - All Rooms

- Remove all nails from wall
- Remove marks & fingerprints on walls
- Clean switch plates, replace missing or broken
- Clean outlet plates, replace missing or broken
- Dust mini-blinds
- Clean baseboards
- Clean window sills and inside glass
- Clean closet shelves and rods
- Remove fingerprints around doorknobs
- Remove all cobwebs
- Vacuum all carpets
- Thoroughly clean all tile/vinyl floors

Light Fixtures

- Remove light covers, dust wash & replace cover
- Replace burned out light bulbs

Fireplace/Woodstove/Insert

- Replace ashes & debris and sweep out
- Clean hearth and mantle

Smoke Alarm

- Test; replace 10 yr lithium battery if necessary

Outside

- Clean exterior light fixtures, replace dead bulbs
- Edge and weed flower beds
- Mow lawn just before turning in keys
- Remove all debris from grounds & storage areas
- Sweep garage, carport, storage areas & walkways
- Remove cobwebs from eaves, porch and door

Repairs

- Complete tenant day-to-day maintenance
- Repair any tenant damage done to property
- Repair broken windows

Last...

- Remove all personal belongings.
- Agent shall not be responsible for items left behind.
All items left undone will be charged to the tenant.