



## Trailhead Property Management

# MOVE OUT INSTRUCTIONS

Upon move out of the unit you are occupying, please take note of the following and perform all duties outlined:

1. Tenants are required by state law to provide 30 days notice *in writing* prior to vacating. Once this notice has been given and a confirmation that it has been received, this date CANNOT change without written agreement from both parties. By law, you will be expected to move out by midnight on that date.
2. Upon move in you paid a cleaning deposit which is designated in your lease agreement. How much of that you receive back will depend on how clean you leave it. We will have the unit professionally cleaned regardless, but we have had situations where the tenant has left it so clean our cleaners have not had to do anything and the tenant got all of their money back.
  - a. Common areas tenants miss cleaning upon move out: window sills, window tracks, inside of appliances, behind/under appliances, inside of cabinets and drawers, walls and/or cabinet faces, door handles, cabinet knobs, etc.
3. If you had a pet at the unit we will use your deposit to have the carpets professionally cleaned.
4. Please remove ALL items, including garbage from the unit. If we have to dispose of items, we will charge you to do so. Anything left behind after you return keys is considered abandoned.
5. Discontinue utilities for the end of the day or day after you move out.
6. Leave all keys and garage door openers inside the unit.
7. If you vacate the unit prior to the end of your lease or 30 days notice, you will still be responsible for rent through that term. We will do our best to refund pro-rated rent to you but this is not guaranteed.
8. Per state law, your deposit will be returned to you by mail within 30 days of when keys are returned and a forwarding address is provided. If no address is provided to us, we cannot return your deposit.

**Tenant Signature:**

**Forwarding Address:**

\_\_\_\_\_  
**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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