



RENTING MADE SIMPLE

STEELHEADPROPERTY.COM | MARC@STEELHEADPM.COM

We thank you for your tenancy,

If you have decided to move out of your current residence please contact our office at **503-506-0700** to obtain a 30 day notice to vacate. Please review the notice and send it to our office via email at info@steelheadpm.com. Your notice to vacate is not considered received until it has been submitted in writing.

1. We must have the exact date the home will be vacant. If you do not vacate on the date agreed you will be charged twice the daily rate of your current rent. Please notify us ASAP if your move-out date changes.
2. We must have your forwarding address.
3. If your rental agreement is month to month you must provide us with a 30 day notice to vacate. If your rental agreement is for a fixed period of time, you must wait until 30 days before your lease expires to submit your notice to vacate. Any attempt to end your lease before it is set to expire will result in an early termination

RETURNING THE PROPERTY

- We have enjoyed having you as our tenant and now the time has come for you to return the property to us. We expect the property to be deep cleaned from the floor to the ceiling (see pages below for details).
- Please remember cleaning can be very time consuming so I would anticipate setting aside 8-10 hours to do a thorough job cleaning the premises.
- You are expected to remove all debris from the property and replace all burnt out light bulbs. This means all trash and recycled material removed a week before you move out and contacting all appropriate utilities to end service as of your move out date.

MOVE OUT INSPECTION

- We understand that the last few weeks before your move are extremely busy; however we do request that you pay close attention to the list below. As the property manager, our job is to evaluate the move-out condition of the property compared to the move in condition and assign all expenses to the owner or departing residents.

MOVE OUT INSPECTION
(please review checklist carefully)

<input checked="" type="checkbox"/>	UTILITIES CHECKLIST
<input type="checkbox"/>	If vacating in winter, set thermostat to 60 degrees to prevent freezing. Do not turn off furnace or heat source
<input type="checkbox"/>	All utilities must remain on and in your name until the final date of your lease
<input type="checkbox"/>	Leaves and debris from the yard must be reviewed
<input type="checkbox"/>	If your property has an oil tank you must restore the oil to the same level it was provided to you. A third party company will provide a measurement for roughly \$25.

CLEANING CHECKLIST

(Please remember that a certain amount of cleaning is expected when you move out. It is our goal to refund as much of your security deposit as possible and by following the checklist below you will help us achieve that goal. If you need assistance with any of the following we have a list of professionals that we can refer.)

<input checked="" type="checkbox"/>	BATHROOM CHECKLIST	<input checked="" type="checkbox"/>	CONTINUED
<input type="checkbox"/>	All bathrooms floors and walls must be cleaned with particular attention paid to grout and caulking	<input type="checkbox"/>	Leave refrigerator/freezer running; do not disconnect or turn off
<input type="checkbox"/>	All tubs, showers, sinks and commodes must be cleaned, disinfected and free of soap scum and cleanser residue	<input type="checkbox"/>	Dishwasher must be cleaned inside and outside especially the inside lip of the door
<input type="checkbox"/>	All medicine cabinets, vanities and drawers must be cleaned inside and outside. All mirrors and light fixtures should be wiped	<input type="checkbox"/>	All sinks and faucets must be wiped clean
<input type="checkbox"/>	Fan Exhaust Cover	<input type="checkbox"/>	Garbage disposals must be cleared and running freely
<input checked="" type="checkbox"/>	BATHROOM CHECKLIST	<input type="checkbox"/>	Kitchen walls and floors must be washed and free of stains, dust, dirt and grease
<input type="checkbox"/>	All exhaust fans & vent covers should be in working order and clean of dust and grease.	<input type="checkbox"/>	The grill/vent on the bottom of the refrigerator must be cleaned
<input type="checkbox"/>	Kitchen cabinets, shelves and countertops must be washed inside and out	<input type="checkbox"/>	Clean stove, burners, drip pans and lower stove drawer
<input type="checkbox"/>	Refrigerator/freezer must be cleaned inside and out. They must also be carefully pulled out and all dust and dirt must be removed from the back, sides, floors and walls surrounding the appliance.	<input type="checkbox"/>	Clean blinds

<input checked="" type="checkbox"/>	ALL ROOMS	<input checked="" type="checkbox"/>	CONTINUED
<input type="checkbox"/>	If you made any alterations to the room, including painting, you must restore it to its original condition unless otherwise agreed in writing	<input type="checkbox"/>	All non carpeted floors should be free of stains, dust and debris and should be mopped.
<input type="checkbox"/>	All windows, screens and window sills/ tracks must be washed and reinstalled	<input type="checkbox"/>	All window treatments such as curtain rods, shades and blinds that were provided must be cleaned and left in good working order.

<input type="checkbox"/>	Sliding glass doors must be wiped and the door tracks cleaned	<input type="checkbox"/>	All walls, ceilings and closed interiors must be free of smudges, grease and food stains. A light cleaner such as "soft scrub" or magic eraser" may remove black marks from walls.
<input type="checkbox"/>	All woodwork, moldings, doors, baseboards and trim must be free of dust, dirt and debris	<input type="checkbox"/>	All electrical outlets and switch plate covers must be free of dirt and smudges
<input type="checkbox"/>	All light bulbs must be in working order and light fixtures/ fans cleaned inside and out	<input type="checkbox"/>	All smoke detectors and carbon monoxide detectors must be in working order with 10 year batteries
	Laundry and utilities rooms must be free of dust, dirt and debris		Washing machine interior and exterior must be cleaned
<input type="checkbox"/>	Dryer exterior must be cleaned and the filter screen left free of lint	<input type="checkbox"/>	All carpeted areas must be professional cleaned and receipt provided

WEAR AND TEAR POLICY

All walls will be patched, textured and painted at tenants expense if any of the following conditions are present upon move-out.

1. If a wall has 5 or more standard size finish nail holes in it
2. If there are any holes larger than a finish nail such as a sheetrock anchor, molly screw, large screw, bolt, etc.
3. If shelves, electronics or equipment is hung on or attached to the wall
4. Any damage to sheetrock, wallpaper or texture due to the use of adhesives, moving, missing door stops, etc
5. If wall has been painted by a tenant. All painting must be done in a professional manner and be free of drips, paint on adjacent walls and ceilings, hollow spots, etc.

(Note: the approximate cost to repair a single wall is \$75-150. Repairing a wall involves obtaining a paint sample, drive time to paint shop to match color, patching the hole, allowing it to dry and then priming, texturing and re-painting and clean-up.

<input checked="" type="checkbox"/>	GROUNDS	<input checked="" type="checkbox"/>	CONTINUED
<input type="checkbox"/>	All trash, yard debris and personal items must be removed from the property. If trash collection is not scheduled for the day you vacate please make arrangements ahead of time to have the bulk items removed prior. A minimal amount of trash may be left at the trash pick up point.	<input type="checkbox"/>	All flower and shrub beds must be clean and free of weeds, leaves and debris. Be advised, we do not consider leaves and debris as mulch.
<input type="checkbox"/>	All grass must be cut and free of debris	<input type="checkbox"/>	All new oil stains must be removed from the garage and or driveway. There are products available to remove stains
<input type="checkbox"/>	The garage must be swept clean	<input type="checkbox"/>	All animal waste must be removed

KEYS	SECURITY DEPOSIT
<ul style="list-style-type: none"> All keys must be returned in a labeled envelope to Steelhead Property Management. Garage door openers, parking place cards, etc must be left on the kitchen counter The property manager will inspect the property shortly after all keys are returned. By returning keys, you are relinquishing possession of the property. This signifies the cleanup is finished and Steelhead Property Management will proceed with turnover items. Rent is charged until all keys are returned. 	<ul style="list-style-type: none"> A final inspection will be conducted after you relinquish possession of the property. If damages are noted, we must receive estimates or invoices from vendors before your deposit can be returned less the cost of damage. As per Oregon Residential Landlord Tenant Act, we have 31 days to send your security deposit accounting starting the day your lease expires, and/or you return your keys (whichever is later) Remember to provide us with your forwarding address. Without a forward address any deposit due to you will be sent to your last known address which is the property you are vacating.

WEAR AND TEAR POLICY

Prior to your move-in, the property was professionally cleaned, and any carpet was professionally steam cleaned. Upon your move-out, the unit is expected to be in the same clean condition. Upon move-out, the following items will be inspected and considered with respect to possible deductions from your security deposit. The prices shown are approximate costs (actual billing is hourly). Final deductions will be based on the actual cleaning or repair costs incurred by the Owner/Agent from the respective contractor. Receipts will be provided.

(Note: Contractors will always be more expensive than handling many of these items on your own. Contractors are running a business with overhead charge for time at market rates, trip/fuel charges and time spent buying supplies. The more you do, the more you will save. However, sometimes it is best to leave certain tasks like patching and painting walls to the professionals as the cost to redo incorrectly done work is even higher.

Haul trash, debris, unclaimed items	\$200 plus dump fees	Clean mirrors, cabinets, drawers & shelves	\$25 per room
Clean stove	\$50	Clean refrigerator	\$50
Clean mini blinds	\$20 each	Clean uncarpeted floors	\$50-100
Clean bathrooms	\$25 per room	Vacuum carpet	\$50-100
Clean carpets	\$.35-.50 cents per/sqft	Washing walls	\$25-50
Difficult stains, nicotine, cooking oil, candle wax etc.	Calculated per hour	Replace missing or burned out light bulbs	\$5 each
De-flea	\$185 minimum	Replace dirty HVAC filters	\$55 plus cost of filter
Remove pet waste from any area	\$100 plus	Mow and trim lawn	\$75 plus
Weed and mulch beds	\$75 plus	Clean clogged drains (if hair and food is cause)	\$55 minimum
To deodorize entire house or unit	\$200 minimum	Minimum service charge of \$55 per hour	

PAINTING

Interior paint is expected to last five years. If the property was freshly painted or in like new condition when you moved in (unless otherwise noted on your move-in inspection) and the paint is needed again on upon your move-out, you will be charged as follows:

- 100% if occupancy was 18 months or less
- 75% if occupancy was 19-30 months
- 50% if occupancy was 31-48 months
- 25% if occupancy was 49-60 months

If the property was not freshly painted or in less than new like condition at your occupancy, you will be charged the pro-rated amount from the date of the last painting.

CARPETING

As per Oregon Residential Landlord Tenant law, the Owner/Agent may deduct the cost of carpet cleaning from your deposit if it does not appear to be professionally cleaned. If you hired a professional carpet cleaning service before delivering possession back to the Owner/Agent you must provide a receipt from the company. Owner/Agent reserves the right to re-clean if deemed necessary.

Replacement Carpet is expected to last 10 years. If the carpeting was new when you moved in, and it needs to be replaced at your move-out, you will be charged:

- 100% if occupancy is less than 60 months
- 75% if occupancy is 61-96 months
- 50% if occupancy is 97-120 months
- 25% if occupancy is 121-144 months

If carpeting was not new upon occupancy, the pro-rated amount from the date of carpet installation will be charged.

If carpet is damaged by a pet, and we are able to remove the stains and odor from the carpet, pad and sub-floor, the actual cost of the process will be charged to your security deposit. If the carpet is torn, shredded, or if stains and odor cannot be removed, the full replacement cost of the carpet will be charged, regardless of when the carpet was installed.

Thank you for your cooperation.



info@steelheadpm.com | 503 506 0700