



6315 Ustick Road • Boise, ID 83704
208.629.8814
www.AlohaPros.com

WALK-OUT GUIDELINES

As you prepare to move from your residence on the date provided on the official Notice to Vacate form, we want to take this opportunity to help you get as much of your security, cleaning, and damage deposit back as possible.

NOTICE: Tenant must complete the official Notice to Vacate form. These forms are available at the office and can be picked up or mailed. Verbal notices are not accepted or honored. Failure to provide written notice utilizing the APM form will cause tenant to be responsible for all rent until new tenants are accepted, late fees, and other related turnover costs.

RENT: Tenant is responsible for rent up to the 30th day of their 30-Day Notice to Vacate or until the end of the lease term. Failure to do so will result in late fees. Example: Tenant gives APM Notice to Vacate on November 10th, tenant is responsible for all of November's rent and 10 days in December. If the 10-days of pro-rated rent is not paid on or before December 1st, late fees will be applied.

UTILITIES: Tenant is responsible for maintaining utilities for up to the 30th day of their 30-Day Notice to Vacate or until the end of the lease term. Failure to do so will result in lease violation fees. Example: Tenant gives APM Notice to Vacate on November 10th, tenant is responsible for all "Tenant Responsible" Utilities through 10 days in December. If the 10-days of utilities are not maintained by the tenant, lease violation fees will be applied along with the charges for the utilities.

EXTENSIONS: If Tenant wishes to stay longer than specified on the official Notice to Vacate form, the tenant must contact the office IN WRITING to submit their request to extend their notice. If the extension is acceptable, tenant must complete a new official Notice to Vacate form to show the new move out date. Tenant will be responsible for all rent to the new date. If tenant requests an extension, but vacates earlier than expected, tenant is still responsible for rent up to the date shown on the 30-Day Notice to Vacate form. Example: Tenant gave notice to vacate on November 10th and planned to be moved out by December 7th, but needed 5 more days to move. Tenant submits their request in writing to extend their notice.. If approved, Tenant completes new 30-Day Notice to Vacate form, to show a move out date of December 12th. On or before the December 1st, tenant must pay 12 days of pro-rated December rent or will be charged late fees.

EARLY DEPARTURE: If tenant vacates prior to the 30th day of the notice to vacate, tenant should notify APM and turn in all keys. Tenant is still responsible for rent until the 30th day of the notice to vacate. APM will attempt to prepare the unit for new tenants as quickly as possible

and if new tenants are selected prior to the 30th day of the notice to vacate, pro-rated rent shall be given with the refund of the Security, Cleaning, and Damage Deposit.

KEYS: Tenant will be charged rent until all keys and garage door openers are turned in. If tenant fails to turn in keys, tenant will be charged to change all locks and rent up to the day the locks were changed. Example: Tenant gave notice to vacate on November 10th. Tenant paid all of November's rent and 10 days of pro-rated December rent, but did not turn in the keys until December 15th. Tenant will be responsible for 5 additional days of December's pro-rated rent plus late fees.

Note: APM representatives are not cleaning or maintenance experts. They do not own a cleaning company and they do not perform maintenance. All inspection reports are forwarded to sub-contractors to complete the work; therefore APM representatives are unable to provide any types of quotes or estimates for required cleaning and repairs.

A walkout inspection will be performed with or without you. The following requirements are necessary to schedule a walk-out inspection with or without tenant: (1) The unit must be completely empty, vacant, and clean in order for the APM representative to perform the inspection. (2) No follow-up inspections are made, so do your best to have everything cleaned prior to inspection. Failure to comply with the above requirements or if the property requires cleaning prior to new tenants, cleaning charges will incur at tenant's expense.

CLEANING: Enclosed with this letter is an additional cleaning inspection checklist. Perform the cleaning as outlined as well as the move out inspection checklist as well as the checklist that is provided with the Letter of Acknowledgement. These checklists have been provided in order to help minimize or eliminate additional costs to the tenants that are incurred upon moving out. CAUTION: Very few tenants perform all of the cleaning issues on these checklists or fail to do so satisfactory. **It is highly recommended that tenants follow the above Walk-Out Inspection procedures.**

CARPET CLEANING: Carpet cleaning is automatically performed after tenant vacates the property with an APM approved contractor and the cost is automatically deducted from the security, cleaning, and damage deposit. **APM will not honor any receipts for carpet cleaning.**

DAMAGES: Tenant shall be charged for the repair of all damages, unless otherwise noted on the Move-In Inspection Sheet. It is the tenant's responsibility to complete this inspection sheet and to turn the original into the office. It is highly recommended that tenant keep a copy for themselves. Our office will gladly make these copies at no cost. Example: Tenant moves in and notices that the blinds were damaged and APM was unaware that the blinds were damaged. Tenant fails to turn in documentation that the blinds were damaged on the Move-In Inspection Sheet. The tenant later vacates and APM notices that the blinds are damaged and replaces them. Tenant will be charged the cost to replace the damaged blinds because no written documentation existed stating otherwise.

MOVE OUT CLEANING CHECKLIST

(This is a general checklist. Cleaners will still be sent to your property to inspect. The more you clean the more you get back in your security deposit.)

General:

- Walls should be washed or mark removed, including streaks above heater. (If you have lived in the home for less than two years, painting is not considered normal wear and tear.)
- Holes larger than a small nail hole but smaller than a dime in walls should be filled with spackle and the wall wiped clean of excess spackle.
- If there are any large holes, such as from wall anchors, the holes will need to be patched and the entire wall painted.
- Remove all cobwebs from walls and ceilings.
- Clean switch plates/outlet covers.
- Floors in kitchen and bath or any linoleum should be cleaned.
- Blinds should be cleaned.
- Light bulbs should be replaced where needed.
- Light covers must be removed from closets (including coat hangers) and shelves need to be cleaned.
- **REMOVAL OF TRASH AND BELONGINGS:** Tenant is required to remove all belongings and trash from the property, and cannot be left on the Premises. - **DO NOT LEAVE FURNITURE OR LARGE ITEMS IN OR BESIDE THE DUMPSTER AND/OR TRASH CANS.** If a vendor must be sent out to remove the belongings not picked up by the trash company, the trash/item removal will be considered a Tenant charge.

Kitchen:

- Range should be completely cleaned, including broiler pans.
- Clean stovetop, panel, and dials.
- Install new drip pans with correct size for stove
- Clean stove drawer
- Drip pans should be removed and the underneath surface cleaned.
- Clean under and behind stove.
- Clean under and behind the fridge.
- Exhaust fans and overhead light should be free from grease and dirt, including filter.
- Dishwasher should be wiped out, including around the inside of the door.
- Cabinets and drawer fronts cleaned.
- Defrost refrigerator, if applicable, and remove any water. **DO NOT TURN OFF FRIDGE WHEN VACATING.**
- Clean inside refrigerator and under crisper drawers.
- Clean all countertop surfaces.
- Clean the inside and outside of all cabinets. Wipe down all shelves.
- Clean and wipe out all drawers.
- Clean sink and faucet fixtures.

- Wipe down all pantry shelves.
- Clean light fixtures and covers.
- Mop floor and/or vacuum carpet.
- Wipe down all baseboards.
- Clean doors and around frames.

Living Room:

- Clean light fixture & covers.
- Vacuum carpet & edges by baseboards.
- Wipe down baseboards.
- Clean walls, ceilings, and corners.
- Clean Windows, window sills & Tracks.
- Clean doors and around door frames.
- Clean out closet & wipe down shelves.
- Remove any cobwebs.

Bathrooms:

- Tile should be washed and grout cleaned.
- Vanity and medicine cabinet should be cleaned, including shelves and mirrors.
- Tub, shower, sink, and toilet should be sanitized.
- Clean bathtub, shower walls, and fixtures.
- Clean soap dishes and wipe down towel bars.
- Thoroughly clean toilet inside and out.
- Wipe down all counter tops.
- Clean and wipe out all drawers.
- Clean light fixture and covers.
- Clean walls, ceiling, and corners.
- Remove any cobwebs.
- Mop floor and/or vacuum carpet.
- Wipe down baseboards.
- Clean doors and around door frames.

Bedrooms:

- Vacuum carpet and edges by baseboards.
- Wipe down baseboards.
- Clean light fixture and covers.
- Clean walls, ceiling, and corners.
- Remove any cobwebs.
- Clean windows, window sills, and tracks.
- Clean doors and around door frames
- Clean all vents on floor or wall.
- Clean out closet and wipe down shelves.

Yard Area:

- Weed all flower beds and mow and edge the lawn.
- Remove all personal items and garbage.

Garage:

- All trash needs to be removed from the premises.
- Clean any oils stains from floor using an appropriate cleaner.
- Sweep floor.

Miscellaneous:

- Clean ceiling fan blades and draperies.
- Empty and clean out storage units and or garage, deck or patio.
- Replace any burned-out light bulbs throughout home and garage.
- Replace any dead smoke detector batteries.
- Replace furnace filter.
- Replace garage remote/keypad batteries if necessary.
- Remove all hooks, ceiling hooks, mounted mirrors, etc. that you installed. Properly patch holes.