

PROCEDURES FOR VACATING YOUR RESIDENCE

Your tenancy will be terminated at the end of your 30-day notice period and upon receipt of the keys at our office. Shortly thereafter, your residence will be inspected to determine what work, if any, needs to be performed. Within 31 days a final accounting will be sent to you. Leave a change of address with our office as well as with the post office so your mail will be forwarded.

Below are some general guidelines for cleaning prior to your departure.

Walls/Doors/Ceilings: Remove all dirt marks and fingerprints from walls and doors, pay particular attention to light switch/outlet areas, doorknobs and latches. Remove cobwebs, especially above ceiling fans and in corners.
Note regarding walls and ceilings: If tenancy is less than one year, we will deem it necessary to charge you for all (or a portion) of painting needed to restore the premises to the condition at the time of your move-in.

Windows: Wash inside and out (where possible). Be sure tracks, frames, and sills are free of dirt and dust.

Drapes/Blinds: Wipe rods clean, vacuum drapes. You may have drapes professionally dry-cleaned (leave banded). You will not be charged for drape cleaning if you turn the receipt in to our office. **Do not remove miniblinds** for cleaning.

Light fixtures: Clean glass covers/globes inside and out. Make sure all bulbs are working.

Closets/Cabinets: Wipe all shelves and clothes poles. Clean doors, shelves, and baseboards. Remove shelf/contact paper.

Floors: Vacuum carpets. You may have the carpets **commercially cleaned only**. You will not be charged for carpet cleaning if you turn the receipt in to our office. Sweep and mop all floors, including baseboards and doorways.

Fireplace: Clean out fireplace (if any) and any smoke build-up around the hearth area.

Kitchen: Defrost refrigerator, wipe clean and dry. Turn temperature to lowest setting, but not OFF. Clean under refrigerator.

Clean stove, cook-top burners, drip pans and under drip pans. Clean oven and racks with "Easy-Off" type oven cleaner unless you have a self-cleaning oven. Be sure cleaner doesn't drip on floor or drawer below the oven, it can damage the finish. Clean under stove if free-standing.

Clean dishwasher inside and out, and along inside edge of door.

Bathroom: Clean and wipe dry sink, tub & surround. Clean mirror and exhaust fan. Clean walls, use bleach on any mold.

Garage/Carport: Remove cobwebs, sweep the floors, remove grease and oil from concrete floors.

Entryways/Patios: Sweep, remove cobwebs from around light fixtures.

If we have to clean, paint, or repair anything, you will be charged \$15/hr. or actual cost. If you have destroyed, damaged, or removed items, you will be charged the actual cost to repair or replace. **Note:** If smoke detector is removed, destroyed, damaged, or missing, you will be charged actual cost to replace, or \$250, whichever is greater. This is in accordance with Oregon Revised Statutes.

Be sure your residence is locked (including windows) when leaving. If you have questions regarding any of these procedures, please contact our office (541) 344-4619.

WARNING: Rent will continue to accrue until all keys are returned.