

This checklist is subject to change due to individual property conditions. The release of your Security Deposit is subject to the provisions listed below as well as the terms of your lease or rental agreement.

Any notice of termination shall be by written notice of at least twenty (20) days before the end of any monthly rental period, given by either party to the other, RCW 59.18.

Your Security Deposit refund, or bill if applicable, will be sent to your forwarding address within 21 days of vacating the premises.

We will provide you with a reasonably detailed description of your Security Deposit disposition and charges at that time, as provided by our Vendors or in house maintenance staff. Please note, there is no legal requirement for a line by line itemized receipt with a breakdown of every material used or labor cost. We will make every effort to provide you with a reasonably detailed description.

GENERAL PROCEDURES FOR ALL TENANTS

1. Complete the Notice to Vacate form online;

- You can find the form here <http://smartpadmanagement.com/tenants/>

2. Once Notice to Vacate has been given;

- Reminder; all conditions of the Lease Agreement must be fulfilled.
- Smart Pad will be showing the property to prospective tenants or buyers according to RCW 59.18.150, and will provide you with a “24 Hour Notice” to show. We will make reasonable accommodations to not show the property too often or at odd times. Our Property Manager will accompany the guests, and you can choose to be present or leave the premises.
- Please make sure all pets are removed or otherwise secured, no alarms are set, and no minors are left in the home unaccompanied.

3. When to schedule the Move-Out Inspection;

- Please contact our office to schedule your move out inspection at least 5 days prior to the anticipated move out inspection date. Please call 253-237-8458 to schedule this appointment or email us at info@smartpadmanagement.com.
- Completely vacate the entire premises, interior and exterior on or before the move out date specified on your Notice to Vacate. This includes all personal property and trash.
- There must be no damage to the residence beyond normal wear and tear.

- Please refer to move in documentation such as video walk-thru, pictures, and move-in report.
- The move-out inspection will be conducted by you and a Property Manager.
- Failure to schedule or appear at an inspection with Smart pad may result in additional rents or fees.

4. Utilities;

- Set the thermostat to 60 degrees fahrenheit
- Schedule the cancellation of all of your Utility Accounts (Not Disconnect), as of the date of the lease end or move out, whichever occurs latest
- Cancel or disconnect services for garbage, phone, cable, internet, etc.

5. At the Move Out Inspection;

- If the home is not ready at the time of the scheduled inspection or if the appointment must be rescheduled with less than 24 hours notice, you will be charged a rescheduling fee of \$75.00 and or rent until the inspection is conducted.
- You must return all keys (including house, mailbox, garage, common area keys, etc.) and any remotes (garage, alarm, etc.)
- You must provide a forwarding address and current phone number.
- Garbage cans must be empty. If your garbage provider requires the cans be returned to them, it is your responsibility to ensure this is complete to avoid fees/charges from your garbage provider.
- Your Property Manager will make note of the condition of the home against your move in condition report. You will not receive an estimate of repairs nor your security deposit refund until after Smart Pad has processed and completed all necessary work orders.

PARTIAL CLEANING LIST

For tenants who paid a non-refundable cleaning fee as part of their lease.

Yay! You do not need to do a full ‘deep clean’ of the home. When you moved in, you paid a non refundable cleaning fee that will be used to complete the final deep cleaning of the home. So...what do you need to do then as part of your move out?

- All trash, debris, and personal belongings must be removed from the property
- Replace all burned out light bulbs
- Replace Smoke Detector and CO2 batteries
- Replace the Furnace Filter
- Perform a surface level cleaning, not a deep cleaning, of the home.
 - Vacuum all carpeted areas
 - Sweep all hard surface flooring
 - Ensure there is no trash left behind
- Mow and edge the grass, weed flower beds, remove all yard debris
- Remove all animal droppings
- Sweep or blow off all exterior areas like patios, decks, paved driveways
- Ensure the home is not excessively dirty or damaged to avoid Security Deposit charges

Please contact your Property Manager if you have any questions about what condition the property must be in.

Estimated Cost of Repairs

Smart Pad Property Management will place a work order for any repairs and or cleaning not completed by the tenant at the time of move out. We use licensed, bonded, insured contractors when work orders are needed. Professionally licensed vendors may charge between \$75 - \$150 per hour for skilled and general labor, and \$150 - \$250 for speciality trades, and may also charge trip fees or other charges. What may look like a \$50 repair to you can cost several hundred dollars.

FULL CLEANING LIST

For tenants who did not pay a non-refundable cleaning fee.

General

- Have all carpeted surfaces professionally steam cleaned and provide a receipt. This cleaning must take place after you have completely moved out.
- Do not spackle the walls. While you are responsible for excessive nail holes, we've found that tenants spackling generally causes more damage than good, and we have to do more touch up paint than necessary. Please talk with you Property Manager about this if you have areas that need to be spackled.
- For all of the cleaning tasks listed below, it is expected that you use an appropriate cleaning product for the task at hand. Avoid abrasive cleaners and scrubbing pads where needed, use odor eliminating products and disinfectants where applicable. If you have questions about what cleaning products to use, please contact your Property Manager.
- The goal of your move out cleaning is to return the property to its original condition from move in. If it becomes necessary for Smart Pad to do additional cleaning, repairs, lawnwork, etc, we will be deducting those expenses from your Security Deposit.

Living and Dining Areas

- Dust and remove cobwebs from the ceiling
- Dust and wipe down light fixtures
- Replace light bulbs as needed
- Dust and wipe down vents
- Clean out fireplace or wood burning stove (If applicable)
- Dust and wipe down any built in shelving, cabinets, drawers & mantle
- Clean and dust blinds
- Clean windows (Inside), window tracks and sills
- Clean any mirrors that stay with the home
- Wipe down closet shelves
- Wipe down closet doors, inside & out
- Wipe down walls
- Wipe down light switches and electrical outlets
- Wipe down baseboards
- Wipe down inside and outside of any remaining doors
- Vacuum carpets and mop floors

Kitchen

- Dust and remove cobwebs from the ceiling
- Dust and wipe down light fixtures
- Replace light bulbs as needed

- Wipe down all pantry shelves
- Wipe out kitchen cupboards and doors, Inside and out
- Wipe out drawers, make sure to get the corners.
- Clean and dust blinds
- Clean windows (Inside), window tracks and sills
- Clean the top of the refrigerator
- Pull out refrigerator and clean underneath and behind. (Use care when pulling appliances out as they can scratch or damage flooring)
- Replace water filter if necessary
- Remove shelving and drawers from refrigerator, clean them with soap and water
- Wipe out interior of the refrigerator and put shelving and drawers back in
- Clean the interior of the microwave
- Remove hood vent screens and or microwave screens and clean them. Tip: Soak screens in liquid laundry detergent and hot water to remove grease.
- Clean the oven and the oven racks, follow manufacturer's directions.
- Clean under burner pans
- Wipe down knobs and all surfaces of stove
- Wipe down the exterior of dishwasher
- Clean dishwasher filter
- Clean sinks and garbage disposal. Tip: squeeze lemon or lime juice in the disposal before you run it to take any odor away.
- Wipe down countertops
- Wipe down walls
- Wipe down light switches and electrical outlets
- Wipe down baseboards
- Wipe down inside and outside of all doors
- Sweep and mop floors

Bedrooms

- Dust and remove cobwebs from the ceiling
- Dust and wipe down light fixtures and ceiling fan
- Replace light bulbs as needed
- Dust and wipe down any vents
- Wipe down closet shelves
- Clean any mirrors
- Clean and dust blinds
- Clean windows (Inside), window tracks and sills
- Wipe down walls
- Wipe down light switches and electrical outlets
- Wipe down baseboards
- Wipe down inside and outside of doors

- Vacuum carpeting and or mop floors

Laundry Room

- Dust and remove cobwebs from the ceiling
- Dust and wipe down light fixtures
- Replace light bulbs as needed
- Dust and wipe down laundry room fan vent
- Wipe down walls
- Wipe down light switches and electrical outlets
- Clean and dust blinds
- Clean windows (Inside), window tracks and sills
- Pull out washer and dryer (If remaining in home) and clean behind and underneath.
- Wipe down washer and dryer (If remaining in home)
- Remove lint from the lint trap
- Wipe out cabinets and cupboards (inside and out)
- Clean utility sink with a non-abrasive cleaner (If present)
- Wipe down door (Inside & Out)
- Sweep and mop floor

Bathroom(s)

- Dust and remove cobwebs from the ceiling
- Dust and wipe down light fixtures
- Replace light bulbs as needed
- Dust and wipe down bathroom fan vent
- Wipe down walls
- Wipe down light switches and electrical outlets
- Clean the mirror and medicine cabinet
- Clean and dust blinds
- Clean windows (Inside), window tracks and sills
- Wipe out bathroom drawers, make sure to get the corners. (Tip: It may be helpful to vacuum out the drawers first)
- Wipe out cupboards and doors, Inside and out.
- Clean the shower stall with a non-abrasive cleaner
- Wipe down shower and tub, making sure there is no soap scum or grime left behind
- Clean the toilet bowl, make sure to get under the rim (Tip: For hard to remove toilet rings a pumice stone is recommended)
- Clean and wipe down the outside of the toilet including the seat, tank and base
- Clean the bathroom sink with a non-abrasive cleaner
- Wipe down countertops
- Wipe down baseboards
- Wipe down door (inside and out)

- Sweep and mop floor

Decks, Sheds, Garage

- Wipe down closet door, inside & out
- Clean and sweep front porch
- Clean and sweep patio
- Clean and sweep and storage areas
- Clean and sweep out garage
- Cleans and dust blinds
- Clean windows (inside), window tracks and sills
- Replace furnace filter
- Replace exterior light bulbs as needed

Lawn & Garden

- Pick up and dispose of any animal droppings
- Mow and edge yard
- Weed flower beds
- Prune any overgrown bushes

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