

Harcourts

Peninsula Properties

Much of the move-out process is ensuring that various steps are taken. While you, of course, cannot control everything, a **clear process coupled with frequent communication** with HPP helps **enable everyone** to do their part.

1. Walk through mid-month.

We would like to inspect the rental unit before the tenancy ends to identify defects or conditions that may cause deductions from your security deposit and for needed preventative maintenance. The purpose of this “initial inspection” is to give you an opportunity to repair any defects that may be charged to you and to identify areas of needed cleaning beyond the cleaning list. There is NO guarantee that all defects or cleaning issues will be identified until all the furniture, bedding, boxes, and personal effects are totally removed.

This Pre-Move-out Inspection will not guarantee a return of your deposit, as this is contingent on the findings of the final move-out inspection. But it does help in the long run. (The reason that there is no guarantee on Pre-Move-out Inspections, is that furniture, boxes, and personal effects can hide damages plus at times there may be new damages not seen during an earlier inspection.)

2. Schedule or Prepare for Self-Cleaning of Home

We have attached a cleaning checklist that is part of our leases. If these items are not clean, then we must hire a company to do this for us and your deposit will be affected. If time is not on your side, we would love to help you schedule a cleaner to pay from your security deposit.

https://app.propertyware.com/pw/setup/mail_merge_images/5912854917/cleaning%20checklist%20Harcourts.pdf

3. Schedule Carpet, Hardwood, Laminate/Tile Floor Cleaning: Flea treatment & Enzyme as needed.

Carpet, Hardwood, Laminate/Tile Floor Cleaning by a licensed and insured professional with a truck mounted steam cleaning (hot water extraction) system for carpets, along with a flea and enzyme treatment is required if you have pets/animals.

We love these companies:

Cascade Carpet Cleaning (360) 874-7777

Carpet Recovery LLC (360) 865-9829

Pro Steam Carpet Cleaning (360)-692-2383

Don's Carpet Cleaning (360)-698-1332

Receipts must be turned into HPP by leaving them at the property on the kitchen counter or emailing to us.

4. Air Ducts Cleaning as needed.

If you have a pet/animal, you will need to have the ducts cleaned (if the property has them) by a professional company.

If you have baseboards or wall heaters, you will need to clean them prior to moving.

We love these companies:

Kitsap Repair Services- (360)-340-7892

Jerry's Duct Cleaning- (360)-697-1072

Receipts must be turned into HPP by leaving them at the property on the kitchen counter or emailing to us.

5. Schedule Final Lawn Care

We expect you to always keep the property neat. During your tenancy, you were required to irrigate and maintain all surrounding grounds, including lawns and shrubbery, and keep the same clear of rubbish and/or weeds, if such grounds were a part of the premises and are exclusively for your use.

Prior to move out you must:

1. Mow the grass to keep it looking neat and tidy.
2. Weed flowerbeds regularly and weed-eat edges if necessary to maintain a neat appearance.
3. Remove all debris from the property. Burning of any materials is strictly prohibited by Kitsap County. You are responsible for any fines.

6. Remove Auto Pay from Portal

When you need to delete recurring or scheduled one-time payments through the portal.

1. Login to the Tenant Portal.
2. Click the My Payments tab then click View Scheduled Payments.
3. Across the Recurring Payment under the Action Column, you click on Delete.

7. Contact Utility Companies for cancellation on last day of lease

Upon vacating inform the utility companies. **Do not have the water or natural gas turned off** it will be put into management's name or held in owner's name until rented. Propane and oil companies must be notified, and measurements of tank contents reported to the Property Manager. Oil and propane tanks are not to be left empty.

Replace ALL batteries in smoke detectors and Carbon Monoxide detectors as needed.

8. Update Forwarding Address

The security deposit disposition will arrive quicker with a forwarding address

9. Return the ALL keys, parking passes.

The **day has come** to vacate the property. Please drop the keys at our office 1010 Sylvan Way, Bremerton WA 98310 OR leave all the keys and receipts on the kitchen counter and lock the door (unit must be secured)

10. Final Walk-through

We generally do not complete our final walk through with tenants present. If you opt to be present, we will not be providing our final verdict.

We complete a video and a written condition report which we then compare with the move in video and written condition report.

We do send an email of our findings and give you the opportunity to "fix" within 24 hours after the email is sent. We do send the work orders to vendors and schedule them for completion.

11. Security deposit Disposition:

Security deposit dispositions are mailed from our office 21 days from either the day we receive keys or the day we conduct the move out. They are mailed to the last known address. Hopefully, that is your forwarding address :)

We wish you the best of luck in your future endeavors!

The following items are often overlooked when cleaning and vacating a home. You may use it as a check sheet.

In addition to any repairs required, full return of your security deposit depends on satisfactory completion of these items. Resident shall be liable for any damage to the premises caused by Resident's acts or neglect other than reasonable wear and tear. Resident shall also be liable for any damage to the premises caused by a family member, invitee, licensee, or any person acting under Resident's control.

ITEM	SPECIFIC REQUIREMENTS
CARPETS / HARDWOOD FLOORS	Resident shall have all carpets ,all hardwood, laminate and/or tile floors professionally cleaned and deodorized at Resident's expense after all furnishings and personal items have been removed from the premises. Person's cleaning floors must be licensed and insured and use a van or truck mounted steam cleaning (hot water extraction) system for carpets. Unless a receipt for cleaning is provided with return of keys, Owner will have cleaning performed and charged to your security deposit.
ODORS	Odors (cooking, pet, smoke, etc.) must be eliminated. This may require extensive professional cleaning of carpets, walls, woodwork, appliances, exhaust fans, windows, and window

		coverings. Exceptional cases could require ozone treatment, carpet replacement & extensive painting.
	CABINETS / DRAWERS / SHELVES	Wiped clean inside and out.
	VINYL FLOORS	Floors must be swept, and damp mopped.
	APPLIANCES	Please clean the top, behind and underneath the refrigerator, range, washer, and dryer. Clean the oven under the stovetop and clean or replace stove drip pans. Leave refrigerator on low – DO NOT TURN OFF
	WINDOWS / BLINDS	Cleaned inside and outside (where accessible). Blinds dusted & cleaned. Damaged or excessively dirty blinds may require replacement or professional cleaning.
	LIGHT FIXTURES & GLOBES	Wiped clean. Replace burned out bulbs with appropriate bulb for individual fixtures (standard, clear, floor, fluorescent, decorative, etc.)
	FIREPLACE	Completely cleaned. All ashes and firewood removed. If wood burning- professional inspection and clean is required with copy of receipt.
	WALLS / CEILINGS	Wash walls with a clean cloth. Wipe off scuff marks and smudges. Remove nails and picture hooks. Remove cob webs and dust all surfaces. DO NOT SPACKLE OR TOUCH UP PAINT without approval. Clean all outlet and switch-plate covers.
	GARAGE / DECK / PATIO	Please remove all personal items and sweep. Clean grease and oil off the floor.
	YARD	Make sure lawn is mowed and edged and flowerbeds are weeded just prior to vacating the property.
	UTILITIES	You are responsible through the last day of your lease. Call for a final billing. DO NOT HAVE UTILITIES DISCONNECTED. We will prorate final water/sewer as they are charged in ARREARS
	GARBAGE	All garbage and debris must be removed from the property.
	HEAT	Set heat at 55°. Do not turn heat off.