

Move Out Procedure

Review the points below.

1. _____ Dear Tenant: **Please call 3-5 days prior to your move-out date schedule your inspection.**
2. _____ Make sure you leave a forwarding address as it may delay or prevent your refund or security deposit from reaching you. Be sure to include method of payment and details of how you want the refund of deposit to be paid.
3. _____ Security deposits will be mailed to the forwarding address you give within 21 days after your move out, however if you fail to provide us with a forwarding address the deposit will be sent to the last current address.
4. _____ Remove **ALL** of your personal possessions and belongings from the premises. **No items shall be left behind. No exceptions.**
5. _____ No trash/debris shall be left behind. Do NOT leave garbage at the curb. Garbage will be charged at \$200.00 per truck load.
5. _____ All exterior areas shall be cleaned of debris and left cleaned.
6. _____ All keys must be returned by the time your lease expires on the date your lease expires as per your lease. Ideally, you should place the key to your room on the lock cylinder. If you we do not receive ALL the actual/original keys back, you will be charged \$100 per lock set to change the locks plus \$20.00 for each key. If you plan to return your keys by mail, make sure all tenant keys are there and are secure in the envelope and it is mailed well in advance to be received by the 8:00AM of the expiration date. MAIL THE KEYS TO: Sharifah Sabah, 3861-45thAv NE, Seattle, WA 98105. IT IS BEST TO LEAVE BEDROOM KEYS IN THEIR RESPECTIVE KEYHOLES WHEN YOU LEAVE.
7. _____ All smoke alarms and carbon monoxide alarms shall be in working properly
8. _____ Close your Seattle City Light account. Puget Sound Energy Account, Sound Oil Account on the last day of your lease. The combined utilities account will remain in our names.
9. _____ Make owners aware of any damage or issues inside the rental unit.

We hope you have a pleasant move and wish you the best in your new home!