



Phone 425-334-6361

Fax 425-334-5645

info@impactpropertymgmt.com

9506 4th St. NE #101 Lake Stevens, WA 98258

Dear Tenant(s),

Our office recently received your notice to vacate your home. We want to take this opportunity to thank you for your tenancy and remind you of a couple items regarding the move-out process to ensure a smooth transition out of the home.

All keys, garage door openers, and any other items issued to you at move-in will need to be returned to our office no later than 11:59:59pm on the last day of your lease. This is still the same if your lease ends on a weekend. You can place all keys and openers in a sealed bag and place them in our drop box out front if it is after our business hours. Failure to turn in your keys by the last day of your lease will result in holdover rent charges of \$100 per day until they are all received at the office. If placed into the drop box, make sure you email info@impactpropertymgmt.com as well as call 425-334-6361 and leave a message upon doing so.

If you have not done so already, please provide us with your forwarding address as soon as possible so we know where to send your deposit settlement statement to.

Our office works with **Turn Carpet Cleaning** to have all carpets cleaned and we will schedule this after you have returned the keys.

Your home must be restored to its move-in condition at move-out. We have attached a copy of our cleaning checklist to help make sure that you address all items so you won't be charged for cleaning or maintenance once you move out. Be advised of our standard rates for some of our most common items:

- **Cleaning:** Minimum cleaning charge for any items not completed **\$125.00**
- **Carpet Cleaning:** Our vendors charge on average **\$.20-\$.30** per square foot. Pet and stain treatments are an additional charge depending on the job. Pet treatments are required if you had pets in the home.
- **General Maintenance:** Minimum one-hour charge of **\$85-\$145** (depending on location of property). An additional **\$95** is charged each additional hour plus any supplies needed for repairs.
- **Haul Away Charges:** For any items left in home or on property there is a minimum haul away charge of **\$145** for labor plus the disposal fee (minimum is usually **\$30**).
- **Yard Maintenance:** Minimum charges range from **\$50-\$80** depending on the job.

If painting is needed, do not touch up paint. Touch up painting seldom matches the existing paint. Per your lease agreement, if any painting is done, you must paint the entire wall to match. Tenants will be responsible for any costs of painting beyond normal wear and tear. Impact nor its contractors will provide any touch up painting.

If you installed a satellite dish and wiring during your tenancy, all of that must be removed at move-out and restored to its original state to avoid removal and repair costs.

Once all keys and remotes etc. are turned in, we will complete the move-out inspection

• Residential

• Commercial

• Multifamily



Phone 425-334-6361

Fax 425-334-5645

info@impactpropertymgmt.com

9506 4th St. NE #101 Lake Stevens, WA 98258

and your deposit settlement statement will be mailed to your forwarding address within 14 or 21 days, depending on what your lease states. Your move-out inspection will be compared to the move-in inspection that was provided to you at your lease signing with any changes that you had submitted to our office within 3 days after your lease signing. If you did not submit any changes to us within that 3 days, we will go off the original copy provided to you.

We hope that this letter helps answer any questions you may have regarding the move-out process. If you have any further questions, feel free to contact us at info@impactpropertymgmt.com and one of our staff members will get back to you right away!

Sincerely,

The Property Management Team

Move Out Cleaning Checklist

(For reference purposes only)

- You are required to return the home empty and in a clean condition. ***Cleaning issues will NOT be considered to be normal and wear, under any circumstances whatsoever.***
- If the home is not satisfactorily cleaned, has trash or abandoned items, appropriate charges will be deducted from your Security Deposit. If it is necessary to hire someone to clean the home, labor will cost much more than if you take the time to properly clean the unit in the first place.
- As required by your rental agreement, you will be responsible for the cost of a ***mandatory professional carpet cleaning***, which will be performed after you move out by a carpet cleaner of Landlord's choosing. If you have pets, there will be a pet treatment done as well.

General

- Walls and doors should be washed and marks removed, including streaks above heaters.
- Holes in walls should be filled with spackle and the wall wiped clean of excess spackle. Do not use caulking!
- If there are any large holes, such as from wall anchors, the holes will need to be patched, textured and the entire wall painted per the lease agreement. **TOUCH UP PAINTING IS NOT ACCEPTABLE.**
- Remove all cobwebs from walls and ceilings.
- Wall and ceiling vents should be vacuumed and/or washed.
- Clean switch plates and any other outlet covers.
- Floors in kitchen and bath or any linoleum should be cleaned.
- Fireplace(s) should be clean of all debris, including ashes. Clean glass on fireplace.
- Drapes should be vacuumed and cleaned if necessary.
- Blinds should be cleaned.
- Light bulbs should be replaced where needed.
- Light covers should be removed from light fixtures and cleaned.
- Everything must be removed from closets (including coat hangers) and shelves need to be cleaned.
- All windows and other glass surfaces are cleaned and free of prints.

Kitchen

- Range should be completely cleaned, including broiler pans. Clean stovetop, panel, dials, and sides of oven.
- Drip pans should be removed and the underneath surface cleaned. (Most stovetops lift up to clean underneath)
- Clean out drip pans. If all stains do not come off after cleaning, have them replaced with the correct size.
- Clean under and behind stove. Clean out oven drawer.
- Clean under and behind fridge.
- Exhaust fans and overhead light should be free from grease and dirt, including filter. Replace filters if necessary.
- Replace exhaust fan light if necessary.
- Dishwasher should be wiped out, including around the inside of the door.
- Garbage disposal should have ice cubes ran through it and be free of any dirt or debris inside.
- Cabinets and drawer fronts cleaned.



Phone 425-334-6361

Fax 425-334-5645

info@impactpropertymgmt.com

9506 4th St. NE #101 Lake Stevens, WA 98258

-
- Clean inside and outside surface of microwave, including underside filter.
 - Defrost refrigerator and freezer, if applicable, and remove any water – DO NOT TURN OFF FRIDGE/FREEZER WHEN VACATING
 - Clean entire fridge and freezer, inside and outside, including all drawers, shelves, and seals around doors.
 - Replace water filter in fridge/freezer if it is expired.
 - Clean all countertop surfaces
 - Clean the inside and outside of 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
 - Wipe off all electrical covers
 - Clean all walls, including ceilings and corners
 - Sweep and mop floor and/or vacuum carpet
 - Wipe down all baseboards
 - Wipe down all woodwork
 - Clean doors and around frames
 - Clean vents on floor or wall

Living Room

- Clean electrical outlet covers
- Clean light fixture and covers
- Vacuum carpet and edges by baseboards
- Wipe down baseboards
- Clean walls, ceilings, corners
- Clean windows, window sills and tracks (most windows lift out for easy cleaning)
- Clean doors and around door frames
- Clean all vents on floor or wall
- Clean out closet and wipe down shelves
- Remove any cobwebs
- Clean fireplace and any shelving as applicable

Bathrooms

- Tiles should be washed and grout cleaned
- Vanity and medicine cabinets should be cleaned including shelves and mirrors



Phone 425-334-6361
Fax 425-334-5645
info@impactpropertymgmt.com

9506 4th St. NE #101 Lake Stevens, WA 98258

- Tub, shower, sink, and toilet should be cleaned and sanitized
- Glass door(s), if applicable, should be cleaned so all of the soap scum is removed
- Exhaust fans should be taken down and cleaned
- Clean bathtub, shower walls and fixtures free of any soap scum
- Clean soap dishes and wipe down towel bars/rings
- Thoroughly clean toilet inside and out
- Wipe down all counter tops
- Clean and wipe out all drawers
- Clean electrical outlet covers
- Clean light fixtures and covers
- Clean walls, ceilings, and corners
- Remove any cobwebs
- Sweep and mop floor and/or vacuum carpet
- Wipe down baseboards
- Clean doors and around door frames
- Clean all vents on floor or wall

Bedroom(s)

- Vacuum carpet and edges by baseboards
- If no carpet, sweep and mop all floors
- Wipe down baseboards
- Clean electrical outlet covers and switch covers
- Clean light fixtures and covers
- Clean walls, ceilings, and corners
- Remove any cobwebs
- Clean windows, sills, and tracks
- Clean blinds or curtains (if applicable)
- Clean doors and around door frames
- Clean all vents on floor or wall
- Clean out closets, wipe off shelves or drawers, clean doors

Washer/Dryer/Laundry Area:

- Clean out lint trap in dryer
- Remove any items from inside washer and dryer and clean both inside and outside of washer/dryer
- If in a laundry room or laundry closet – clean exhaust fan, clean walls and doors as applicable.
- Clean floors around and under W/D

Yard and Exterior

- Weed all flower beds
-



Phone 425-334-6361

Fax 425-334-5645

info@impactpropertymgmt.com

9506 4th St. NE #101 Lake Stevens, WA 98258

- Mow lawn
- Edge lawn
- Re-seed lawn if bare patches have occurred during tenancy
- Remove all personal items, garbage, and yard waste
- Replace any burned out bulbs in exterior light fixtures
- Sweep off any patios and decks. If excessive dirt, moss or debris is built up on decks, clean off debris.

Garage

- All trash and personal items need to be removed from the premises
- Clean any oil or other stains off floor that were not there at move-in
- Sweep floor
- Replace any burned out light bulbs

Miscellaneous (If applicable)

- Clean ceiling fans blades and draperies
- Empty and clean out storage units, sheds, decks and patios
- Replace any burned out light bulbs throughout home and garage
- Replace any dead smoke detector or carbon monoxide detector batteries and re-install on wall or ceiling as originally installed
- Replace furnace filter – if the filter is metal, clean the filter thoroughly and re-install
- Replace garage remote or garage keypad batteries if necessary
- Remove all paper towel holders and adhesives (including 3M hooks or other similar hooks) if you installed them
- Remove hooks, ceiling hooks, mounted mirrors, (etc...) that have been installed during your tenancy. Properly patch holes and paint wall if necessary.

This list is for reference purposes only and is not intended to be all inclusive for all properties. Contact Impact Property Management if you have any questions about any items not listed on this sheet.