

HELPFUL MOVE OUT GUIDE

REMINDERS Security deposits are not intended to be used as your last month's rent. Please make your payment on the 1st of the month. To pro-rate your rent for your last month take your rental amount, divide it by 30 days and multiply by the number of days through your 30 Day Notice to Vacate.

Utilities must remain in your name through the end of your lease term. Residents are responsible for transferring the utilities out of their names at that time.

Be sure to provide our office with a forwarding address for your security deposit refund. Deposits will be refunded in the form of one check. In the event your move-out date changes, please notify our office in writing, to request an extension. Have your mail forwarded with the post office.

Please have your carpet cleaning receipt, house keys, mail keys and garage door openers provided at the inspection.

Should additional cleaning be necessary after the inspection, the resident will be provided with 24 hours to complete any cleaning. A follow-up inspection will be conducted.

If all items have passed inspection and there are no damages or rent owing, deposits will be refunded within 10 days following the inspection, otherwise deposits will be refunded within 30 days (in accordance with Montana law).

CLEANING Should you wish to hire a vendor to perform your cleaning or when choosing a carpet cleaner, we recommend selecting a vendor who will guarantee their work and provide you with a receipt. If the cleaning does not pass inspection, residents will be responsible to contact the vendor and ask that they return to complete the cleaning. MTP will not contact the vendor on the tenant's behalf. We do not allow the use of a "dry clean method" for carpet cleaning. If carpets require additional cleaning; we will have them re-cleaned at your expense.

RECOMMENDED CLEANING ITEMS TO HAVE HANDY (Do not use abrasive cleaners or sharp objects that may scratch surfaces)
Replacement Light bulbs Magic Eraser Paper Towels Gloves Pumice stone (use with care) Toothbrush for detailing Windex Toilet bowl brush and cleaner Replacement furnace filter

CLEANING TIPS 1. Clean from room to room 2. Start high and work your way down. Clean the ceiling, then the light fixtures, then the windows and blinds, walls, baseboards and floors last 3. Vacuum out drawers and cabinets first then clean with a water/pine-sol solution. Follow-up with a Pledge or Old English 4. Wash metal floor vents 5. Use a dry toothbrush to detail clean switches, outlets and cable/phone jack crevices 6. Use soft scrub and a toothbrush to clean around faucet handles 7. Use soft-scrub to clean bath fixtures and showers, then buff with a dry towel or glass cleaner to get a streak free finish on chrome 8. Use a pumice stone to remove hard water stains inside of toilets 9. Vacuum window and patio door tracks, then use a solution and a toothbrush to

clean track 10. Use “self clean” feature of oven first (if applicable), then use an oven cleaner. After applying oven cleaner, use a dry towel to remove the residue from the oven cleaner. This may take several attempts 11. Use degreaser and scrub brush to remove oil from driveway, garage or storage 12. Roll out refrigerator to clean sides, underneath and behind 13. Stove drawers pull out to clean underneath 14. Goo Gone works well to remove gum and stickers

CLEANING GUIDE It’s all about detail when it comes to cleaning your rental. Here is a check list of commonly missed detail items to not forget! Use of this guide will help you to capture what our exit interview inspection will entail.

GENERAL

- Carpets professionally cleaned and receipt provided
- Window coverings, windows, screens and tracks cleaned
- Walls, doors and baseboards wiped down
- Outlet and switch plate covers cleaned
- Light fixtures cleaned and burnt out bulbs replaced
- Flooring cleaned, paying special attention in corners or around trim
- New batteries installed in smoke detectors

ENTR Y

- Inside and outside door wiped down
- Thresholds wiped down

LIVING ROOM

- Clean blinds
- Wash windows, sills, tracks & screens
- Dust baseboards, outlet covers and electrical plates
- Wipe down baseboard heaters
- Vacuum carpet and any cobwebs
- Wipe down closet shelving or rods, if applicable
- Clean air conditioner filter, if applicable
- Clean light fixture or ceiling fan
- Install new batteries in smoke detector/carbon monoxide detector

KITCHEN

- Clean blinds
- Wash windows, sills, tracks & screens
- Clean light fixtures
- Dust baseboards, outlet covers and electrical plates

- Wipe down baseboard heaters
- Wash all countertops and surfaces
- Clean dishwasher inside and out. Pay close attention to the inside seal and soap dispenser
- Inside, outside, drain, seal, door, sides, back and underneath of refrigerator & freezer. Defrost if necessary
- Inside of the oven, top of the range, sides of range, replace burner pans, under knobs, underneath hood, broiler plans, draw-er and underneath. The oven draw will pull out so that the flooring can be cleaned
- Microwave in and out, grease filters and light cover if applicable
- Sink cleaned and polished, stains removed, strainer baskets and spray nozzle cleaned
- Cabinets and drawers inside and out. Fronts, shelving, drawers and tracks wiped out
- Countertops and backsplash cleaned
- Walls washed where grease has built up from cooking

BATHROOM(S)

- Tub/Shower cleaned and free of soap residue and water spots. To avoid
- scratching the shower enclosures, please use soft scrubs only.
- Polish chrome faucets
- Toilets sanitized and detail cleaned. Clean around base, hinges and seat
- Sink and chrome faucet cleaned and free of soap residue and stains
- Vanity drawers, tracks, cabinet fronts wiped down
- Medicine cabinet wiped inside and out
- Towel bars and toilet paper holders wiped down
- Mirror spot free
- Walls washed and hairspray residue removed

UTILITY

ROOM/CLOSET

- If applicable, washer & dryer wiped inside and out & lint trap cleaned
- Hook-ups cleaned
- Shelving wiped down

STORAGE/GARAGE

- Flooring swept and oil stains removed

EXTERIOR (if applicable)

- Yard mowed and trimmed
- Flower beds weeded
- Trash and pet waste removed and disposed of