



Please use this packet when all occupants plan to vacate the residence. If there are any occupants who plan to continue residing in the rental while others plan to vacate, please contact our office to receive further instruction. If all occupants plan to vacate the rental, we must have a 30 day notice provided to our office in writing and signed by all financially responsible occupants. **A notice to vacate is not considered valid until the written and fully executed notice is received by our office.** You may drop off, mail in, or email your notice to vacate. Make sure to include your forwarding address so final paperwork and any security deposit refund can be returned to you.

You are responsible for 30 days of rent from the date we receive the written and fully executed notice. Once we receive and process your notice, we will send you an email detailing the estimated prorated rent due for the month of move out. **If you have not heard from us within 3 days of submitting your notice, please reach out** as it is your responsibility to ensure we have received your fully executed notice and confirm your prorated rent amount. Prorated rent is due according to your rental agreement and subject to a late fee if not paid on time.

Lease break fees are incurred in accordance with your rental agreement. If you have a lease break fee and you are unable to pay the amount in full before you vacate, please contact our office to set up a payment plan. Unpaid accounts without a valid and active payment plan in place 60 days after move out may be sent to collections.

This packet includes the following forms:

- 30 Day Notice To Vacate Residence *(return to office to initiate the vacate process)*
- Security Deposit Disbursement After Vacate *(return to office with the Notice to Vacate)*
- Key Return Form *(return to office with keys when you have fully vacated the residence)*

Please contact us with any questions at 503-485-2600 or Info@CrownPM.net.

30 Day Notice to Vacate Residence

Crown Property Management, Inc.
375 Glen Creek Rd NW #37 Salem, Oregon 97304
PO Box 5790 503-485-2600

Date: _____

Phone Number: _____

Name(s): _____ and all others

Rental Address: _____

Your 30 day notice is not valid until it is completed, signed by all financially responsible residents, and received by our office. If you no longer want to move after submitting this notice, please contact our office immediately and we will inform you of your options.

I/We, the Resident(s) of the above listed rental property, hereby give at least 30 days notice to vacate the rental property according to Oregon Law.

I/We will be vacating the rental property on ____/____/____.

It is agreed that possession of the rental property will be delivered to management on this date, but I/we understand it is our responsibility to return keys to the office (357 Glen Creek Rd NW #37 Salem OR 97304), indicating that all occupants have vacated the rental property, or rent will continue to accrue.

I/We understand that failure to vacate the rental property by the date noted above will result in a continuation of daily rent accrual which will be charged and/or deducted from the security deposit. I/We agree that the rental property may be shown at reasonable times to prospective renters prior to the move-out date.

Reason for Vacating: _____

Forwarding Address: _____

*Please include a forwarding address so that any security deposit refund and/or paperwork may be returned to you.

Final Month Prorated Rent Due on the 1st. Rents not paid by 11:59 pm on the 5th (or in accordance with your rental agreement) may be subject to a late fee. Resident(s) are responsible for contacting our office to verify prorated rent. This amount is subject to correction or change as part of the final accounting, or by extension of the vacate date. Resident(s) are responsible for a minimum of 30 days of rent from the date management receives a valid notice to vacate.

If Resident(s) pay automatically online, it is their responsibility to stop the automatic payment or adjust it accordingly.

A lease break fee does not apply to month to month agreements. A lease break fee of 1½ times total monthly rent amount will apply if Resident(s) vacate before the end of a fixed term lease.

If Resident(s) attempt to terminate a rental agreement prior to the end of the agreed term without complying with a valid early termination clause, or if this notice fails to comply with Oregon law in any respect, the signature of Owner/Agent does *not* constitute an acceptance of the termination and does *not* relieve Resident(s) of all amounts due under the Rental Agreement.

To relinquish possession of the rental property, return all keys with the key return form to our office. Leave any remotes on the kitchen counter. Damage found other than normal wear and tear can be charged to Resident(s).

All Residents must sign below.

Resident Signature

Date

Resident Signature

Date

Resident Signature

Date

Resident Signature

Date

Resident Signature

Date

Agent/Management Signature

Date

Revised on 03/05/2024

Security Deposit Disbursement After Vacate

Crown Property Management, Inc.
375 Glen Creek Rd NW #37 Salem, Oregon 97304
PO Box 5790 503-485-2600

Date: _____ **Rental Address:** _____

Any security deposit refund should be disbursed to the Residents as indicated below (check one):

_____ Refund via a single check for any security deposit refund in **all** Residents' names

_____ Refund in only the name of the **following** Resident: _____

_____ Refund split equally in individual checks among **all** Residents' names

_____ Refund split equally in individual checks among the **following** Residents: _____

NOTE:

- If no disbursement is indicated, this form is not returned or is illegible/incomplete, and/or any signatures are missing, any security deposit refund will default to the names of all financially responsible Residents on a single check.
- If there is a balance owing on the account after the final accounting has been processed, the balance due will be the equal responsibility of all financially responsible Residents collectively, regardless of the disbursement preference above.

Verify forwarding address(es)

Name & Address: _____

Name & Address: _____

Name & Address: _____

Name & Address: _____

All Residents must sign below, or this disbursement will not be considered valid and any refund will have the names of *all* financially responsible residents on a single check.

Resident Signature

Date

Resident Signature

Date

Resident Signature

Date

Resident Signature

Date

Resident Signature

Date

Agent/Management Signature

Date

Key Return Form

Please return this form to our office with your keys at move out.

I/We _____ on _____
(Resident name(s)) (date)

formerly of _____
(rental property address)

have returned the following keys: (list number of keys returned)

[_____] Unit] [_____] Mail] [_____] Laundry] [_____] Remote] [_____] Other: _____]
Remote(s) left in unit: Yes ☐ No ☐

Mailbox Number/location (if applicable): _____

Parking Space Number (if applicable): _____

Storage/Garage Number (if applicable): _____

Forwarding address is: _____

For additional addresses please indicate names/addresses on the back of this form if blank or include a separate sheet of paper.

Contact phone number(s): _____

By returning the keys listed above, I/we are releasing possession of the rental property listed above to Crown Property Management, Inc. and declare that all persons residing at the rental property have moved out.

Resident Signature

Date

Resident Signature

Date

Resident Signature

Date

Resident Signature

Date

Abandoned Property Waiver: I/We agree that any personal property left at the rented property listed above and any storage/garage rented by Resident is abandoned and may be disposed of or sold by Crown Property Management, Inc. or Owner immediately. Resident is responsible for all costs of storage or disposal of abandoned property.

X _____
(Resident Signature)

X _____
(Resident Signature)

X _____
(Resident Signature)

X _____
(Resident Signature)

Received By Management (Initial/Date/How): _____

Move Out Cleaning Checklist

Crown Property Management, Inc.
375 Glen Creek Rd NW #37 Salem, Oregon 97304
PO Box 5790 503-485-2600

General

- Turn keys in at our office in a labeled envelope. ***If you do not return the keys to our office by the date stated on your Vacate Notice, you will be charged rent until we receive them.*** Please leave garage door remotes and/or other remotes on the kitchen counter.
- *\$50 per key (including mail box key if applicable) will be charged if keys are not returned*
- **Do not patch/texture holes in walls** unless it will be completed in a professional manner acceptable to management
- Do not turn the power or breakers off; leave the heating system and refrigerator on
- Remove utilities from your name but do not turn utilities off

Kitchen

- Clean all countertops, sinks, inside and outside of cabinet doors and drawers, and the tops and bottoms of all cabinets
- Remove crumbs and stains from all surfaces
- Mop floors, clean corners, baseboards, and trims
- Clean the stovetop, burner rings, inside the oven including racks, broiler pans, door, and seal
- Remove and clean range hood vent filter
- Clean inside, outside, and doors on the microwave and dishwasher

Refrigerator/Freezer

- Wash inside and outside of refrigerator/freezer, clean shelves, drawers, and seals
- Leave refrigerator temperature on low – *do not turn the refrigerator off*
- Remove all food from the refrigerator/freezer and premises

Bathroom

- Remove all stains and grime from tub, shower, sinks, toilet bowl and seat
- Clean inside and outside of cabinet doors and drawers
- Mop the floor, clean corners, baseboards, and trims

Bedrooms, Hallways, Living Room, Dining Room, and Front Entry

- Clean all closet doors, shelves, and window sills and tracks
- Clean windows inside and out
- Clean all blinds, light fixtures, ceiling fans, heater covers, and fan covers
- Vacuum all carpets (carpets will be cleaned by a professional cleaning service hired by management)
- Mop uncarpeted floors, clean corners, baseboards, and trims

If applicable:

Garage/Storage

- Clean, sweep, and remove grime/oil spots from floor
- Clean shelves, walls, and trim
- Remove cobwebs from corners/ceiling

Exterior

- Clean leaves, debris, and oil spots off driveway
- Clean and sweep entryways, patios, and porches
- Clean exterior light fixtures
- Mow and edge lawn, clear weeds

You may be charged extra dumping or hauling fees for leaving items in/around the rental property or trash receptacles. Residents with shared trash receptacles must not fill, overflow, or leave items around bins. It is the financial responsibility and duty of the Residents to contact the trash company and pay for the pick up of items beyond receptacle capacity.

Upon move out, your **Security Deposit** will be applied to any outstanding balance on your account as well as turnover charges. Charges may include but are not limited to: professional cleaning of the rental property and carpets. You will also be held responsible for repairs that exceed normal wear and tear. Any monetary refund/balance on your account will be mailed to you **within 31 days** to the forwarding address provided or rental property address if no forwarding address was provided.