CROWN PROPERTY MANAGEMENT, INC.

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 90 days after move out may be sent to collections.

This packet includes the following forms:

- 30 Day Notice To Vacate Residence *(return to office signed by all financially responsible occupants to initiate the vacate process)*
- Security Deposit Disbursement After Vacate *(return to office with the 30 Day Notice to Vacate Residence Form)*
- 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.

Move Out Cleaning Checklist

GENERAL

- ☐ Turn keys in at our office in a labeled envelope. ***If you do not return keys to our office by the date stated on your 30 Day Notice to Vacate Residence , 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** or complete touch up painting unless it will be completed in a professional manner acceptable to management (you may be charged for the corrections)
- ☐ 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 all 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 receptacles. It is the financial responsibility and duty of the Residents to contact the trash company and pay for the pick up of items beyond a receptacle's 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 carpet cleaning, damages and cleaning that exceed reasonable wear and tear, as well as landscaping clean up (if Residents are responsible for landscaping) and any abandoned property storage/removal. 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.

30 Day Notice to Vacate Residence

Please return this form to our office to initiate the vacate process.

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 occupants, 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 (698 12th St SE #100 Salem, OR 97301), indicating that all occupants have vacated the rental property, or rent will continue to accrue.

I/We understand that failure to vacate and return possession of 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 according to your rental agreement. 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 the 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 in accordance with 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. Damages and cleaning above reasonable wear and tear can be charged to Resident(s).

All Financially Responsible Occupants must sign below.

_____	_____	_____	_____
Resident	Date	Resident	Date
_____	_____	_____	_____
Resident	Date	Resident	Date
_____	_____	_____	_____
Resident	Date	Agent	Date

Security Deposit Disbursement After Vacate

Please return this form to our office with the 30 Day Notice To Vacate Residence form.

Name(s): _____ **Date**: _____

Rental Address: _____

SECURITY DEPOSIT INFORMATION

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 listed 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 selected above.

VERIFY FORWARDING ADDRESSES OF EACH FINANCIALLY RESPONSIBLE RESIDENT

Name & Address: _____

Name & Address: _____

Name & Address: _____

Name & Address: _____

Name & Address: _____

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

_____	_____	_____	_____
Resident	Date	Resident	Date
_____	_____	_____	_____
Resident	Date	Resident	Date
_____	_____	_____	_____
Resident	Date	Agent	Date

Key Return Form

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

KEY RETURN ACKNOWLEDGEMENT

I/We _____ on _____
NAME(S) DATE

formerly of _____
RENTAL ADDRESS / STREET NUMBER & NAME (UNIT IF APPLICABLE)

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

UNIT	MAIL	LAUNDRY	OTHER	GARAGE DOOR OPENER(S)
_____	_____	_____	_____	_____

Other remotes left in unit? ☐Yes ☐No Openers left in unit? ☐Yes ☐No

ADDITIONAL INFORMATION

Mailbox Number (if applicable): _____ Parking Space Number (if applicable): _____

Forwarding Address is: _____
MAILING ADDRESS / STREET NUMBER & NAME (UNIT IF APPLICABLE)

_____
CITY, STATE, ZIP CODE

Contact Phone Number: _____

ABANDONED PROPERTY WAIVER

OPTIONAL:

I/We agree that any personal property left at the rented property listed above 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 and/or disposal of abandoned property.

SIGNATURE	DATE	SIGNATURE	DATE
_____	_____	_____	_____
SIGNATURE	DATE	SIGNATURE	DATE
_____	_____	_____	_____

MANAGEMENT USE ONLY:

Received By Management (Initial/Date): _____

How / Where *(Circle One)*: Walk In Office Overnight Dropbox Business Hours Dropbox Mail Other: _____

Crown Property Management, Inc. • 503-485-2600
698 12th St SE #100 Salem, OR 97301 • PO Box 5790 Salem, OR 97304

Revised on 11/05/2026