

# TIPS FOR AN EASY MOVE-OUT



## 30-Day Notice & Lease Obligations

All tenants and co-signers must submit a 30-Day Notice to Vacate using our official form. If some residents are staying, those remaining must submit updated proof of income and/or a rental application (application fee waived if tenancy exceeds 6 months). Final rent must be paid by the 1st of the month to avoid late fees.

## Key Return

- Schedule a key return appointment by emailing: [office@jkrpm.com](mailto:office@jkrpm.com).
- You are responsible for rent until all keys and remotes are returned to our office.
- Failure to return keys/remotes by 5:00 p.m. on your move-out date will result in a full rekey charge to be deducted from your security deposit.



***~DO NOT LEAVE KEYS INSIDE THE UNIT~***

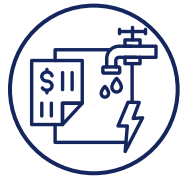


## Carpet Cleaning

- Professional carpet cleaning is required using a truck-mounted hot water extractor. No exceptions.
- Animal owners must include a deodorization treatment per lease terms; this includes ESAs and Service.
- Bring a receipt to your key return appointment as proof.

## Utilities

- Utilities must remain in your name until your lease ends or notice expires.
- Contact all utility providers (e.g., electric, gas) to schedule shut-off on or after the last day of your lease or notice period.

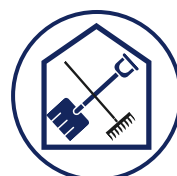


## Cleaning Standards

- The unit must meet “military white-glove” inspection standards.
- You are responsible for all cleaning.

## Thermostat, Filters, Batteries, and Lightbulbs:

- Set thermostat to no lower than 65°F upon move-out.
- Change furnace filters and clean any wall heaters, registers, and thermostats
- Ensure all batteries in remotes and smoke detectors are operable



## Exterior/Yard:

- Lawn must be mowed, trimmed, and free of pet waste, within 3 days of move-out.
- Garden beds must be weeded.
- Leaves, fallen branches, and debris must be removed.
- All walkways, driveways, patios, and decks must be free and clear of snow and ice.

# RECOMMENDED VENDORS

**⚠ NOTE: IF USING OTHER VENDORS NOT LISTED HERE, ASK THEM TO GUARANTEE THEIR WORK IN CASE FOLLOW-UP IS NEEDED.**

## **Carpet Cleaning**

Right Now Cleaning & Restoration – (406) 781-5340  
DB's Carpet Cleaning – (406) 231-8381

## **Cleaning Services**

CK Design's & Cleaning – (406) 781-5833  
Pam's Clean Up – (406) 590-9127

## **Yard Services**

Maintenance by the Yard – (406) 590-0686

# FREQUENTLY ASKED QUESTIONS

## **How do I calculate my final rent?**

Rent is owed for 30 days after your notice is given. Pay on the 1st to avoid late fees. Any pro-rated rent owed to you will be returned to you at such time that you receive your security deposit disposition.

## **When will I get my security deposit disposition?**

Per Montana Code (MCA § 70-25), we issue a disposition letter and refund within 30 days of key return, mailed to your forwarding address.

## **What about pre-existing damage?**

Not all damages will be your responsibility. We will compare your Move-In Inspection with your Move-Out Inspection. Any damages noted in your original Move-In Inspection will not be charged to you. A copy of your Move-In Inspection is available on your tenant portal for your reference.

Any new damages not documented at move-in will be repaired and deducted from your security deposit. You will receive an itemized list of charges along with copies of vendor invoices in your Security Deposit Disposition letter.

## **How should I return my keys?**

Bring all keys/remotes to your appointment. Keys left in the unit are not considered returned and rent will continue to be charged until such time that keys are returned.

## **How much of my security deposit will I get back?**

Security deposits are 100% refundable, less any deductions for cleaning, repairs, unpaid rent, or outstanding fees. The amount you receive back depends entirely on how well you have maintained the unit, the thoroughness of your cleaning (held to a military white-glove standard), and whether all rent, fees, and utilities have been paid in full prior to move-out. If any deductions are made, you will receive an itemized list of charges along with a copy of vendor invoices as part of your security deposit disposition letter.