



LANDMARK

455 W STUART RD | BELLINGHAM, WA 98226

WHAT TO EXPECT WHEN YOU MOVE OUT

PRORATED AMOUNT, LAST MONTH'S RENT, AND AUTOPAY

Should your scheduled move-out date fall prior to the last day of the month, your monthly charges will be prorated accordingly. If you have paid Last Month's Rent (LMR), that will be applied to your account based on the prorated charges. If your LMR exceeds the charges on your ledger, the overpayment will be included in your final move-out statement. If the charges exceed your LMR, you will need to remit the difference on or before the 6th of the month to avoid late fees on the outstanding balance.

Please note, autopay does not automatically adjust or turn off based on your move-out date. Any adjustment or cancellation of autopay must be done by the tenant through the tenant portal under the payments tab. Landmark is unable to stop or modify autopay on the behalf of tenants, as this is a function set up and controlled by tenants.

SHOWINGS

Please be prepared to have showings of your unit. We will always provide 1 day notice of the scheduled showings, and a Landmark representative will accompany the prospective renters at all times.

ADDRESS TRANSFER

Make sure you contact all appropriate utility providers to stop or transfer services as of your lease end date. In addition, make sure you update your address in advance for any monthly shipments or regularly used shipping sites like Amazon. You should also forward your mail to the post office so that nothing gets missed.

KEY RETURN DATE

To avoid additional rent charges, all keys must be returned on your lease end date. **Please note, we cannot accept partial keys, so please ensure the return any and all keys, parking permits, mail keys, fobs, garage door openers, etc., to avoid a replacement fee.** We are open Monday-Friday 8am-5pm. If your lease ends on a weekend, the keys need to be returned in the drop box on your lease end date. If you return keys using the drop box, make sure to put them in a labeled envelope and include the move out form. Leaving keys in the unit does not constitute turning them in.

MOVE-OUT INSPECTION

You must return all your keys, fobs, garage door openers, etc. to our office no later than 5pm on the last day of your tenancy. Failure to do so will result in a key penalty of \$50.00 and a charge levied for any extra day's rent.

Once we have received your keys and the move-out key form, a move-out inspection will be completed. These inspections are performed by an impartial party and will strictly document the current state of the unit. No determinations will be made during inspection regarding damage being pre-existing or not.

SECURITY DEPOSIT CHECKS

Your security deposit statement will be post-marked within 30 days from the day your keys are returned to our office. **We will provide the refund or statement to the name/address provided on the move out form filled out when keys are returned, or to the last known address.** Any security-deposit refund is issued as a single check payable to all tenants on the lease. With the refund, we will include an itemized statement of any charges owed over the deposit.

COMMON DEPOSIT DEDUCTIONS

GENERAL CLEANING

Please reference our “Cleaning Guidelines” for specific cleaning requirements upon vacating; this form is available on our website under “Tenant Resources”. Our goal is to put you in a position to redeem as much of your security deposit as possible. You have the opportunity to make the move-out process inexpensive, easy, and orderly. Please utilize these guidelines to increase the level of cleanliness within your rental unit and to afford yourself the opportunity to recoup the maximum amount possible from your security deposit.

Before the walk-through/move-out inspection is performed, the residence must be completely cleaned of all personal items, personal debris, and cleaning items and restored to the move-in condition (inside and out), less normal wear and tear and any owner/agent-approved tenant improvements.

Potential charges may include replacement of burnt-out light bulbs, drip pan replacement, floor vacuuming, baseboard cleaning, and a complete cleaning of the unit, including appliances, blinds, and window tracks. Any professional cleaning required after you move out will be billed back to you at the same rate charged by the cleaning provider.

LANDSCAPING

If you are responsible for the landscaping at your property, make sure to tend to the yard before your move-out date as any landscaping needed to bring the unit back to move-in condition will be billed back.

TRASH/HAULING

Make sure to properly dispose of all your furniture and waste, and don't leave anything in the unit. It may sound easier to leave it, but the cost for a maintenance vendor to remove it adds up quickly with the time and dump fees. Do not leave any furniture in the dumpster area or on the side of the road. If you are in a single-family home, to avoid additional charges for trash pick-up, please make sure your last trash pickup is scheduled.

WE'RE HERE TO HELP

Our goal through all of this is simple: to help you get back as much of your security deposit as possible. Thank you for being a valued Landmark resident. It's been a pleasure having you, and we're always glad to help with any questions along the way. We wish you all the best in your next home!