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| <b>Move Out Procedures &amp; Checklist</b> |
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Dear Tenant,

Thank you for providing your notice of intent to vacate the property you are renting from DuPont Realty & Property Management. Please make sure that house cleaning, carpet cleaning, and yard work etc. are all done prior to your move out inspection date, or otherwise arranged and approved by the Property Manager. Should these items not be done at that time you will be responsible for any day past your vacancy date for pro-rated rent due to the home not being "move-in ready." Please call us no later than one week before your move out date to schedule a walk through inspection.

It will take up to 30 days from the day your lease agreement is terminated to return your security deposit, in accordance with WA state law. Security deposit funds will be used for any additional charges for repairs etc. and a statement will be included with the disbursement. You are responsible to pay for all utilities THROUGH the date you are financially responsible for the property, and you must call and "cancel your accounts" and pay the final bill. DO NOT have utilities "turned off," they must revert back to the owner's name for any vacancy period.

RCW requires that we mail the security deposit return or hand it to you in person. Please provide us with a forwarding address for your security deposit refund and statement to be sent to. If you do not know your future address, your refund and statement will automatically be mailed to the last known address we have on file.

If you have any questions, you can always call the office and we will be happy to assist you.

Thank you in advance,

DuPont Realty Group

03/26/2025

## Move Out Procedures

### **Dear Resident,**

We have received your notice informing us of your plans to vacate. Please make sure we have an updated phone number for you in our system, as communication during this time is key to an easy move out process.

We will most likely be advertising and showing your property, with 24 hours advanced notice to you, to prospective tenants or buyers. You do not need to be present for these showings, but you are more than welcome to be if you would like. Please let us know ahead of time what times will work best for you. We appreciate your flexibility as we work to re-rent the property. If you have questions or concerns, please let your property manager know. A sign and post will be placed in the front of the home.

We hope you have enjoyed your time in the property and wish you well as you relocate. . The attached cleaning checklist should also help the company you have chosen to hire to do a thorough and complete job.

**Condition** – If home is not turned over in rentable condition at time of move out, the tenant will be charged a daily pro-rated rent amount until property is “move-in ready”.

**Walls** – All nails/hooks/screws should be removed and the holes re-filled with spackling or drywall filler. Removal of screws and other drywall repair will be charged to tenant.

**\*\*\*Touch up paint-please discuss with your property manager.\*\*\***

**Oven** – The oven must be cleaned and we recommend you plan ahead and use the oven’s **Self-Cleaner Mode**. Plan for 3 hours to be away from the property while the oven is locked and self-cleaning as there will be a strong odor. After it has cooled down completely, baked off food residue can be easily wiped out.

**Light bulbs** – Please replace all burnt out light bulbs inside house, garage and exterior.

**Lawn** – Mow, water, edge, prune and weed lawn and flower beds prior to move-out. A yard maintenance charge may be assessed if the above requirements aren’t met.

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**Refuse, Rubbish and unwanted items** – No belongings, furniture, or garbage, can remain at the home at move-out. Please remove all personal property, including your lawn and gardening equipment.

**Garage** – Please remember to sweep the patios, porches, and garage, and remove any oil stains.

**Utilities** – Call and “cancel your accounts” and provide forwarding address to pay the final bill. DO NOT have utilities “turned off.”

**Carpets** – Must be professionally cleaned, and a receipt must be provided.

**Re-Key** – The property must be re-keyed after move out, as stated in the lease agreement, this service will automatically be done by DuPont/Lacey Realty and deducted from the Security Deposit.

**Final Walk-Through & Deposit Disbursement:** Please arrange for a final walk-through with a property manager to turn over keys and provide a forwarding address. Charges for damages not existing at the time of move-in and/or cleaning not completed in accordance with the attached form shall be assessed against your damage deposit. A letter explaining the disposition of your deposit and any charges will be mailed and postmarked by the 30th of the following month after move-out, in accordance with all legal requirements.

08/26/2025

**Move Out Cleaning Checklist - PLEASE BE SURE TO PROVIDE RECEIPTS FOR THE PROFESSIONAL HOUSE CLEANING AND CARPET CLEANING ON OR PRIOR TO YOUR LEASE END DATE.** All homeowners and tenants need to meet cleaning standards, or a company will be hired at your expense.

**Kitchen -**

- Defrost freezer. DO NOT use sharp tools to pry off ice. Turn off and empty ice maker.
- Wash inside of refrigerator with warm water and baking soda. Clean door gasket also.
- Take out the shelves, drawers, ice trays, and wash in mild soap and warm water, dry and replace. Clean under lower drawer.
- Wash and dry outside of refrigerator and vacuum back and lower grills.
- Move refrigerator from wall and clean underneath. DO NOT TURN OFF.
- Sweep down cobs from walls & ceilings
- Replace light bulb with an appliance bulb if necessary
- Replace water filter if needed.

**Stove -**

- Remove racks and broiler pan, soak in hot water, clean & dry well.
- Clean inside of oven, top of stove, knobs, under elements, under burner pans and drawers.
- Wash and dry outside of stove
- Replace oven light with appliance bulb if burnt out
- Replace burner pans
- Move stove out and clean wall and floor
- Clean interior and exterior of microwave if applicable

**Cabinets and Drawers-**

- Wash cupboards inside and out
- Wipe out drawers with damp rag
- Clean sink, baskets, and countertops well.
- Make sure garbage disposal is empty and clean

**Miscellaneous In & Near Kitchen-**

- Wash all light fixtures, ceiling fans in warm water and soap. Clean switch plates.
- Clean inside and out of dishwasher, include inside seal.
- Wash range hood and clean filter. Change appliance bulb if necessary.
- Wash windows, blinds, screens and clean sills & tracks. Wipe down any rods if applicable.
- Clean kitchen floor, including under movable appliances and baseboards

**Living room / Dining Room / Rec Room-**

- Wash windows, sills, and clean tracks
- Clean light fixtures, ceiling fans and switch plates
- Sweep down cob webs
- Clean drapes/blinds and wipe down rods if applicable.
- Clean out fireplaces, wash screens and doors
- Clean mantle, hearth and surround.
- Vacuum carpet and clean baseboards

**Bedrooms-**

- Sweep down cob webs
- Wash light fixtures, ceiling fans, and switch plates
- Wash windows, clean sills and tracks
- Vacuum carpet, and clean baseboards

**Bathrooms-**

- Clean bathtub and enclosure/tile around tub.
- Clean glass doors and tracks
- Clean sink and features
- Clean floor, baseboards, and behind toilet

- Clean inside and outside of toilet
- Wash mirror
- Clean fan
- Clean vanity inside and out, to include drawers
- Wipe toilet paper holder and towel rods
- Clean lights and switch plates

#### **Utility Room-**

- Sweep down cob webs
- Clean and dry inside and outside of washer and dryer, if applicable
- Pull out washer/dryer and clean floor
- Wash windows, clean sills and tracks. Wipe down rods, if applicable.
- Clean flooring, including baseboards
- Clean lights and switch plates
- Clean vent fan
- Clean cupboards/cabinets/shelves inside and out

#### **Entire Property / Garbage / Yard / Miscellaneous-**

- Replace furnace filter
- Wash inside and outside of front and back doors
- Clean tracks of sliding doors
- Replace ALL burnt out bulbs and dead batteries
- Wash ALL doors, especially around knobs
- Sweep garage and sweep down cob webs. Clean windows and doors.
- Mow and weed yard. Sweep walkways and porch/deck areas.
- Haul ALL trash. Be sure garbage cans and recycling bins are emptied and clean. SET OUT CANS IF INSTRUCTED BY TRASH COMPANY TO DO SO.
- Clean all floor vents out
- Make sure all smoke and CO detectors have working batteries. Any missing detectors will be charged to your account
- Replace any lost or damaged screens during your tenancy.
- Clean around and on top of hot water tank
- All blinds must be dusted & washed, if necessary
- Clean all exterior light globes
- Dust all baseboards
- Walls: Remove all nails, pin, tacks, staples, etc., from walls (that were placed by you). Fill any holes and restore to move in condition. All walls must be washed and marks must be removed throughout, including inside closets. In the kitchen, all grease **must** be removed from the walls & behind the range. This requires pulling out the range and refrigerator. **Extreme care and caution must be exercised in moving any major appliance to avoid damage to floors or walls, or injury to self or others.** Wipe off outlets and switch plate covers. Door frames, inside closets, shelves, door knobs, curtain rods, and closet rods must all be wiped clean. Baseboards or rubber cover base must be thoroughly cleaned.

**Windows** – All windows need to be thoroughly cleaned from the inside. All window frames and screens. Remove dirt and dust from screen channels / tracks.

**Screens** - Brush and vacuum screens to clean off dirt and cobwebs. Wash, rinse and wipe frame of screen. Remove dirt and dust from screen channels.

**Storm / Screen Door** – Clean metal surfaces, screen and windows. Slider window must be cleaned on both sides.

**Window Coverings** – Travers rods and curtain rods, including bracket and pull-strings must be thoroughly cleaned.

**Ceilings** – All ceilings must be free of dust, dirt, cobwebs, grease, food and beverage spots

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| <b>Light fixtures-</b> Interior and Exterior clean all light covers thoroughly. Dry completely. Replace all burnt out bulbs throughout.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Floors and Stairways</b> – All flooring throughout must be cleaned                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Carpet – Carpets must be professionally steam cleaned. Tenants who have pets must also have an additional pet enzyme treatment included and provide a receipt.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Washer / Dryer</b> - If property is furnished with washer and dryer, clean thoroughly inside and out. <b>Unplug washer and dryer before cleaning.</b> The appliances need to be pulled away from the wall and all exterior portions, including top and sides, need to be cleaned. <b>Extreme care and caution must be exercised in moving any major appliance to avoid damage to floors or walls, or injury to self or others.</b> While appliances are pulled out, clean walls and floor. After the appliances have been thoroughly cleaned and dried, reconnect cord to outlet. Dryer vents on the inside of the house must be cleaned and free of lint, including surrounding floor and wall areas. Exterior vents accessible from ground level must be cleaned and free of lint, including surrounding concrete, unit siding, and grounds.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Cabinets</b> – Sleves, drawers, cupboards and countertops must be completely free of food particles.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Refrigerator - Clean thoroughly inside and out. Unplug refrigerator prior to cleaning. Remove racks and crisper drawers/trays, and wash with mild soap and water. Clean the folds of rubber seals on door. Clean top and bottom of all shelves and doors. Vacuum the back and underneath refrigerator to remove dirt and dust from coils. Wash and dry pan. Pull away from the wall and clean all exterior portions, including top and handles. <b>Extreme care and caution must be exercised in moving any major appliance to avoid damage to floors or walls, or injury to self or others.</b> While appliance is pulled out, clean walls, sides of cabinets and floor. After it has been thoroughly cleaned and dried, reconnect cord to outlet and set cooling control to the lowest setting. Do not unplug the refrigerator and leave off for more than one day.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Range</b> - Clean thoroughly of all grease, brown/black spots and food particles. This includes top burners (elements), under side of range top, enamel surfaces of range, oven walls, top of oven, bottom and back, oven racks, and broiler pan. <b>DRIP PANS</b> must be free of all black/brown spots. If drip pans are not salvageable, you will be required to replace them. Remove knobs on top portion of range and wash in hot soapy water. <b>DO NOT</b> use anything abrasive along control panel. Use a degreaser and cloth to remove all grease. Clean under handles and under oven door. Remove bottom drawer and clean inside and out. Oven may be cleaned with warm soapy water, a mild cleanser or commercial oven cleaning product. <b>CAUTION SHOULD BE TAKEN TO ENSURE THAT OVEN CLEANERS DO NOT COME IN CONTACT WITH CHROME, ENAMEL, FINISHERS, OR FLOORS. DO NOT USE OVEN CLEANER ON SELF-CLEANING OVEN. REMOVE RACKS FROM OVEN PRIOR TO CLEANING.</b> Use your range instruction manual for cleaning directions. Pull away from the wall and clean all exterior portions, including top and handles. <b>Extreme care and caution must be exercised in moving any major appliance to avoid damage to floors or walls, or injury to self or others.</b> While appliance is pulled out, clean walls, sides of cabinets and floor. After it has been thoroughly cleaned and dried, reconnect cord to outlet. |
| <b>Range Hood / Exhaust Fan</b> -Remove light cover and screen filter and clean with hot soapy water. Spray a degreaser allover fan hood, use a non-abrasive pad to scrub all corners, edges, and flat surfaces, and then wipe off. <b>DO NOT</b> go up inside the fan and do not clean wires. <b>REPLACE BURNED OUT LIGHT BULB. DO NOT USE OVEN CLEANER TO CLEAN FAN HOOD OR FILTERS.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Dishwasher</b> - Clean racks, baskets, rollers, gasket, door edges (don't forget the bottom edge!), and walls free of food particles and soap film.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Clean <b>all</b> air vents and fans all throughout the home                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |