

Move Out Instructions

To Initiate the Move Out:

1. Go to www.creekstopeaksrentals.com and under "Tenants" and "Tenant Documents" download the "Move Out Packet".
2. Fill out the first page of the move out packet (30 Day Notice) and either hand deliver it to it by GCP's office or send certified mail to 3508 Laramie Dr. Ste 1B, Bozeman, MT 59718. **Note: when mailing notice allow three days to be considered received by GCP according to Montana State Law**30 days' notice is required in the state of Montana**Notice is not valid until received and signed by a GCP employee**

Skip to After the Move Out is Initiated

When Gallatin Creeks to Peaks Initiates the Move Out:

1. Gallatin Creeks to Peaks has sent out the 30-day notice to vacate at the end of your lease. If you were offered a lease extension you still have the option to extend your lease unless and until GCP re-rents your unit. If you are planning to move out at your lease end date no further action is required.

After the Move Out is Initiated:

1. Download the move out packet from creekstopeaksrentals.com if you haven't done so already. When GCP initiates the move out process disregard the first page of the packet.
2. Use the rest of the move out packet as a guide when cleaning your rental unit.
Common missed items: Be sure to change any burnt-out light bulbs or dead

batteries. Pull out oven and fridge to clean under and behind.

Wipe down on top of the cabinets and be sure to wipe out each shelf and drawer in kitchen. Wipe out window tracks and sills. Dust all blinds and light fixtures. Have carpets professionally cleaned and leave receipt or copy of receipt on counter. (We recommend Soapy Suds for carpet cleaning, mention GCP to possibly get a discount)

3. Upon termination of tenancy, Tenant is required to clean yard of debris and properly clean rental unit.
4. Once your unit is 100% clean and ready to be inspected leave ALL keys and ALL garage door openers on the counter along with the carpet cleaning receipt and leave the door to your unit UNLOCKED. Then send an e-mail to info@creekstopeaksrentals.com AND mike@creekstopeaksrentals.com to notify us that your unit is 100% ready to be inspected. We will inspect your unit at our earliest convenience. Keep in mind that we are closed over the weekends and will not be conducting inspection until the following Monday.
5. When GCP inspects the unit, if there is anything that needs to be corrected, we will leave a 24-Hour Cleaning Notice on the counter at the premises detailing the exact items that need to be corrected. We will notify you by e-mail when leaving the notice. You then have 24 hours to complete everything detailed on the notice to avoid being charged for it. **Note: property management companies are not required to put any tenant caused damage on the 24-Hour Cleaning Notice** If the unit is not ready to be inspected (i.e. personal belongings still in unit or door is not unlocked) GCP will charge **\$65** for second inspection, GCP's reasonable hourly rate**
6. If a 24-hour notice is issued, then Gallatin Creeks to Peaks will perform a second inspection after the 24 hours are up to verify that everything on the notice is complete. You will be charged **\$65, hourly rate**, if a 24-hour notice is issued and GCP is required to perform a second inspection. If everything on the notice is not complete or not complete to GCP standards, GCP has the right to perform the required work and charge the tenants.

7. If your unit is not fully ready after your move out tenants will be responsible for any prorated rent or utilities after your move out date until your unit is 100% rent ready.
8. In the event of notice of your unit being 100% ready for inspection and upon inspection there are more than 10+ items listed on the 24-hour Cleaning Notice you will be charged GCP's hourly rate at \$65 per hour to document the condition of the property.
9. GCP will mail any deposit refund and your security deposit deposition detailing all outstanding charges via certified mail to the forwarding address you have provided in writing (e-mail is ok) within the legally allotted time frame. Deposit will be mailed out 30 days from the move out date at the absolute latest. GCP is legally obligated to write any deposit refund checks out in only one check and to all currently active tenants on the lease agreement. We cannot, under any circumstance, split the deposit.

Please contact Gallatin Creeks to Peaks at info@creekstopeaksrentals.com for questions regarding the move out process.