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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. Attached is a move out checklist and a vendor list of recommended vendors for house cleaning, carpet cleaning, and more. The vendors we most highly recommend are notated with a checkmark on the vendor list. Please make sure that house cleaning, carpet, touch-up paint, 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 14 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 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. 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 help you.

Thank you in advance,

DuPont Realty Group

## 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 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 majority of those who lose portions of their security deposit are deducted for inadequate cleaning. We hate to see that happen to our tenants, especially those who work hard to clean the property. If you have any questions, please feel free to give us a call regarding cleaning standards. The attached cleaning checklist should also help.

**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. Touch up paint is available in most properties and can be used to touch up marks and stains. If unsure, please discuss with your property manager. Removal of screws and other drywall repair will be charged to tenant.

**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.

**Windows** – Clean window tracks and sliding glass door track. Clean interior windows and exterior at ground level only.

**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.

**Refuse, Rubbish and unwanted items** – No belongings, furniture, or garbage, can remain at the home at move-out. Cleaning supplies are the exception, and can be left behind if they are in good condition.

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

**Utilities** – Call and “cancel your accounts” and 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 fee will be automatically 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 14<sup>th</sup> of the following month after move-out, in accordance with all legal requirements.

## Move Out Cleaning Checklist

Note: All homeowners and tenants need to meet cleaning standards, or a cleaning crew will be hired at your expense to complete the job to move-in standards. Professional cleaning services are recommended.

<b>JOBS</b>	<b>Incomplete</b>	<b>Notes</b>	<b>Completed</b>
Blinds (dust)			
Windows (inside and ground level outside)			
Window Tracks			
Millwork - baseboards - wipe down			
Dust sills, mantle, etc.			
Oven (self-clean and wipe) and underneath			
Stove top, under and exterior			
Refrigerator (inside, out and under)			
Cabinets (inside and out)			
Kitchen Floor			
Dishwasher (inside and outside)			
Kitchen Sink			
Vinyl flooring			
Entry flooring			
Ceiling fans			
Vacuum vents in ceiling			
Vacuum carpet & edge			
Clean wood floors			
Clean washer/dryer/laundry			
Bath cabinets and drawers (inside and out)			
Bath master			
Bath second and third if option			
Bath 1/2			
Light globes (de-bug and wipe			
Lightbulbs in all fixtures			
Switch plates			
Garage Floor-sweep			
Garage sink			
Front porch - Sweep			
Additional fridge or freezer			
Patio - Sweep or pressure wash			
Lawn - mowed, weeded and edged			
Professionally clean carpets (Provide Receipt)			

## Vendor Resource List

### **Appliance Repair**

✓ Olympic Appliance Service	360.490.1903 or 360.426.1674
All Pro Service Appliance	253.531.1194
TV Time Appliance (replacement/haul)	253.581.3406
Appliance Repair Specialists	360.754.9252

### **Back Flow Testing**

BackFlo Pros	360.951.6130
Sound Home Maintenance	253.223.1554
Certified Backflow Testing	253.565.2728
Clearwater Backflow Resting	253.222.0724

### **Carpet Cleaning and/or Repair**

✓ Amburgey Carpets	253.670.0464 or 253.891.1136
Hometown Housekeeping	253.964.3141
Meyer Floor Covering	253.588.6677
Hammond Knoll	253.572.9686

### **Chimney Cleaning**

Sparkle Wash	253.862.2051
A-1 Chimney Sweep & Pressure Wash	360.273.4967
Top Notch Chimney Cleaning	360.458.8262

### **Electrician**

Brown Electric	253.405.2435
The Handyman Electric	253.255.2461

### **Exterior Maintenance/Pressure Wash**

✓ Golden Rule Painting	253.964.1310 or 206.650.4574
Sparkle Wash	253.862.2051
Fred's Handyman Service	253.363.2732

### **Exterminators/Pest Control**

✓ Sound Pest	253.468.2635
PCI Pest Control	360.458.8624

### **Fence Installation**

Summit Fence Co.	253.573.2833
Northwest Vinyl Fence	253.588.0388
Fence and Deck Designs	253.535.9217

### **Garage Door Repair/Installation**

✓ Olympia Overhead Doors	360.491.8003
Precision Door Services	425.712.3701
Hung Right Doors LLC	360.350.4950

### **Gutter Cleaning**

Sparkle Wash 253.862.2051  
Affordable Gutter Solutions 253.228.1631  
Fred's Handyman Service 253-363-2732

### **Handyman**

✓ Fred's Handyman Service 253.363.2732  
✓ The Fix It Guys 360.349.9201  
Anderson Handyman Service 253.691.9856

### **Hauling**

Roy Coffey 253.906.3359  
Fred's Handyman Services 253.363.2732

### **Heating & A/C**

✓ Jake's Furnace Repair 253.840.2445  
✓ Kliemann Brothers 253.537.0655  
Capital Heating & Cooling 360.491.7450 or 360.464.2828  
Bob's Heating and Air 800.840.3346

### **Home Cleaning**

✓ The Cleaning Girl 253.720.6448  
Maddy's Cleaning [Luisa ] 253.722.6910  
ServPro of Tacoma 253.896.3000  
Fred's Handyman Services 253.363.2732

### **Lawn Care Services**

✓ Blademasters 253.964.5296 or 253.229.3728  
Barefoot Lawn 360.413.9960

### **Locksmith**

✓ The Lock Doctor 360.438.2080  
All City Lock & Key 360.352.1919  
Mr. Rekey 206.623.3388 [www.rekey.com](http://www.rekey.com) (online requests)

### **Painting**

✓ Golden Rule Painting & Decorating 253.964.1310 or 206.650.4574  
Flying Colors Painting 360.491.6911

### **Plumbing**

✓ FloHawks Plumbing & Septic 253.312.4478  
Advanced Plumbing 360.867.0058  
Mike Moore Plumbing 360.491.0483

### **Senior Moving Services**

Smooth Transitions 360.701.5637 or 360.459.1527

### **Siding**

Eagle Creek Siding 360.570.0396  
✓ The Fix It Guys 360.349.9201

**Tub Repair**

NW Tub Refinishers 360.264.6301  
ASAP Repair 425.432.1040

**Window Cleaning**

NW Window Washing 253.353.5372 or 252.627.8507  
See Clearly Window Cleaning 360.701.0932

**Window Installation**

Express Window 253.761.3603  
Glass Doctor 425.255.1070  
South Tacoma Glass 253.582.2401  
Washington Window + Glass Service 360.451.3990

**Window Screen Repair**

PSPS Window Screens 253.456.0688  
Fred's Handyman Services 253.363.2732

**Water Heater Repair**

✓ The Fix It Guys 360.349.9201