



## MOVE-OUT PACKAGE

Thank you for choosing to reside with Parklane Management Company. We kindly ask that you review the following document thoroughly, as it contains essential information about the move-out process for your apartment. If you have any questions regarding your move-out, please feel free to reach out to us at [leasing@parklaneco.com](mailto:leasing@parklaneco.com).

**Notice Requirement:** 30-Day or 60-Day Written Notice Needed (Refer to your lease for specific notice terms.)

You can deliver your 30-day or 60-day notice by submitting it online at [www.parklaneco.com/noticetovacate](http://www.parklaneco.com/noticetovacate)

**Please note:**

- You are responsible for paying rent for the entire 30-day or 60-day notice period.
- Rent for your final month(s) will be prorated by calculating your monthly rent on a daily basis and multiplying it by the number of days remaining if you have a 30-day notice period.
  - For example: If notice is given on 6/1/18 to move out on 7/1/18, and your rent is \$950 due on the 15th:  
Calculation:  $\$950 \div 30 \times 16 = \$507$  due on 6/15/18.
- Please note that the prorated rent due date is the same as your regularly scheduled rent. Late fees will be assessed if prorated rent is not paid on time.

**Preparing for Move-Out:** Our team will email you to schedule a preliminary move-out inspection and your final move-out inspection.

We kindly request that you return the apartment to the condition it was in at the time of your move-in. We have your move-in condition form on file (if one was received at move-in), which will be referenced when evaluating the condition of the Rental Premises upon move-out.

- **General Cleaning:** Resident remains responsible for all cleaning before move-out. Resident agrees to have Rental Premises, blinds, carpets and fireplace (where applicable) professionally cleaned and to provide receipts of the services performed. Resident agrees in the absence of providing receipts Landlord shall have the services done professionally at the Resident's expense.
- **Other Charges:** Any damages that exceed normal wear and tear, as defined by the state of Idaho, will be charged and deducted from your security deposit.

Please reference our Move-Out Cleaning & Repair Schedule for detailed costs pertaining to cleaning and/or replacements due to damage within the Rental Premises.

## MOVE-OUT CHECKLIST

### Complete the following prior to Move-Out Inspection

- Schedule move-out inspection with Property Management.
- Return keys to Parklane Management on or before your move-out date.
- Schedule utilities to be transferred out of your name as of the day after your move-out date. (Do not have utility service shut off prior to move-out)
- Provide forwarding address to your property manager at the move-out inspection if you have not already done so in your Notice To Vacate submission.
- Ensure smoke alarms are in working order with good batteries.
- Be sure that all light fixtures have working light bulbs in sockets. Replace burnt out bulbs with identical bulbs.

### Cleaning Checklist

- Floors swept, mopped, and dried. Vacuum carpets.
- Walls and ceiling dusted, all dirt, smudges, and grease washed off.
- Wash down baseboards, woodwork, and windowsills.
- Clean and wash light fixtures.
- Thoroughly clean bathroom fixtures- toilet(s), bathtub(s), shower, sinks, and cabinets.
- Clean & wash kitchen, removing dirt and grease, including sink and all fixtures.
- Clean and wash down inside / outside of all cabinets. Use degreaser if necessary.
- Clean underneath, behind, and the sides of the stove and refrigerator area. Wash down outside of stove and refrigerator.
- Clean inside of stove, refrigerator, and dishwasher with appropriate cleansers.
- Sweep and mop hallway floors. Dust and clean hallway walls.
- Clean closets. Wipe down shelving and rods.
- Clean windows, screens, and return them to their proper place.
- Remove all items from deck, balcony, closet, attic, crawlspace, basement, yard, storage shed, etc.
- Lawn, driveway, garage, and common area are to be free of trash, rubbish, and personal property.
- All trash and garbage are to be removed from the unit.

You are required per Section 5 of your lease to have your Rental Premises professionally cleaned to include blinds, carpet and fireplace (when applicable). Cleaning is billed on an hourly basis and as such having the unit as clean as possible upon move-out lessens the billable cleaning expense.

Our goal is to restore the Rental Premises to the same condition as the beginning of your tenancy. Please reach out with any questions by calling Parklane Management Company at 208.345.3221.



## MOVE-OUT CLEANING & REPAIR SCHEDULE

Below is a list of common charges for cleaning, repairs, and replacements that residents may incur. If you do not professionally clean the Rental Premises as noted in Section 5 of your lease or there is damage to the Rental Premises, the corresponding charges will be deducted from your security deposit. Should the security deposit be insufficient to restore the Rental Premises to its condition at the beginning of your tenancy, you will be responsible for the remaining balance.

Please note that the prices provided are based on a standard replacement or cleaning; if the additional costs for cleaning or repairing an item exceeds the listed amount, you will be liable for the additional expense. This list is not exhaustive, and there may be additional cleaning or repair items not included here.

GENERAL CLEANING		COMMON REPLACEMENTS	
Cleaning	\$40.00 /hr	Exterior Door Knob	\$75.00
Minimum Trip Charge	\$80.00	Interior Door Knob	\$40.00
		Key	\$65.00
CARPET CLEANING		Exterior Door	\$250.00
One bedroom / studio	\$60.00	Interior Door	\$200.00
Two Bedroom	\$120.00	Broken Window	\$150.00
Three Bedroom	\$150.00	Window Screen	\$70.00
Stairs / Lofts (each)	\$30.00	Bi-Fold Closet Door	\$150.00
Stain Removal	\$50.00	Closet Door Track	\$25.00
Odor Treatment	\$30.00	Closet Shelf	\$85.00
		Towel Bar	\$68.00
FLOORING		Shower Rod	\$50.00
Minimum Labor Charge	\$395.00	Light Fixture Cover	\$21.00
Carpet Replacement	% of Cost	Light Fixture	\$71.00
Linoleum / LVP	% of Cost	Light Bulb	\$12.00
		Switch Plate	\$13.00
BLINDS		Smoke Alarm	\$57.00
Blind Cleaning	\$10.00 per	Fire Extinguisher	\$75.00
Standard Replacement	\$35.00 per	Oven Burner	\$45.00
		Drip Pan	\$10.00
PAINTING		Appliance Door	\$150.00
Touch Up Light	\$30.00	Appliance	Cost
Touch Up Medium	\$50.00		
Full Paint per Wall	\$70.00	TRASH REMOVAL	
Full Paint per Ceiling	\$90.00	Based on Hourly Rate	\$65.00

