



PARKLANE MANAGEMENT
COMPANY, LLC

INVESTMENT PROPERTY
DEVELOPMENT MANAGEMENT

Please read the following document carefully as it contains important information regarding the process of moving out of your apartment. If you have further questions about your move-out process, please contact invoicing@parklaneco.com

30 Day Written Notice is Required (See attached form)

Delivery of 30-day notice can be made by email, mail, or by dropping the notice off at the main office.

- You are responsible for rent for the full 30 days of your notice period
- Prorated rent for your last month is calculated by taking your monthly rental amount per day times the number of days left in your 30-day notice period
 - Example: Notice given on 6/1/18 to move out 7/1/18. Rent amount is \$950 due on the 15th. -
Calculation: $\$950/30 * 16 = \507 due on 6/15/18
- Please keep in mind that the prorated rent will be due on the same date as your normal rent; and subject to late fees if not received ontime.

Preparing For Move-Out

We expect the apartment to be returned to the condition it was at your move-in. The move-in condition form from when you moved in is on file and will be considered when assessing any potential charges.

- **General Cleaning** - At least some degree of professional general cleaning is usually needed to get your apartment back to move-in ready condition but is not required. Getting your apartment as clean as possible prior to move-out inspection will save you money on your security deposit. A cleaning instructions form has been attached
- **Other Charges** - Anything that is damaged beyond normal wear and tear by the state of Idaho will be charged and deducted from your security deposit.

RESIDENT NOTICE TO VACATE

PLEASE FILL OUT THIS FORM AND RETURN TO PARKLANE

I UNDERSTAND THAT MY NOTICE TO VACATE AUTOMATICALLY GIVES THE MANAGEMENT COMPANY AND ALL REPRESENTATIVES PERMISSION TO ENTER THE APARTMENT TO PERFORM INSPECTIONS AND SHOW PERSPECTIVE RESIDENTS.

THIRTY-DAY-NOTICE OF TERMINATION OF RENTAL AGREEMENT

Date: _____

Name(s) of Resident(s): _____

Unit Address: _____ Boise, Idaho 837__

This is to notify Parklane Management Company, LLC. That I/We will be vacating our apartment on (specify date) _____

I/we understand that we are responsible for paying rent through this notice period whether or not we occupy the apartment.

I/we understand that if we are not out of the unit by the date on this notice that we will be required to give another thirty (30) day notice and must pay an additional thirty (30) days rent.

My reasons for moving are: _____

My phone number will be: _____

My forwarding address will be:

Tenant Signature

Tenant Signature

Received: _____
(Date)

Manager: _____

MOVE-OUT INSTRUCTIONS



Complete before Move-out Inspection Checklist

- Schedule move-out inspection with Property Management.
- All keys are to be returned to Parklane Management on or before your move-out inspection.
- Schedule utilities to be transferred out of your name as of the day after your move-out inspection.
(Do not have utility service shut off prior to move-out)
- Make sure you give your forwarding address to your property manager at the move-out inspection.
- Smoke alarms must be in working order with good batteries.
- Light bulbs - light fixtures are to 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 (inside & out).
- Clean & wash kitchen, removing dirt and grease, including sink and all fixtures.
- Clean and wash down insides and outsides 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 unit.

We expect you to return your home to the same condition as when you moved in. If you have any questions, please call. Good luck with your move!