



MOVE-OUT POLICY AND SECURITY DEPOSIT REFUND ADDENDUM

All tenants must give proper written 30-day notice to vacate. No verbal notice will be accepted. Under no circumstances will the security deposit be applied as the last month's rent. Tenant will be liable for rent thirty (30) days from the date the notice is received in our main office. If no written thirty (30) day notice is received, the beginning of the notice period is determined by the date the unit is found vacant; either by inspection, or when the keys are received, whichever comes first.

EACH RESIDENT understands and agrees that he/she/they is/are responsible for all damages and repair costs to the unit that exceed normal wear and tear.

EACH RESIDENT understands and agrees that he/she/they is/are responsible for all cleaning costs necessary to make the rental move-in ready for the next tenant.

EACH RESIDENT understands and agrees that he/she/they is/are responsible for the carpets to be professionally cleaned and inspected for damage at tenants cost.

After move-out, if the rental unit is not fully cleaned, any additional cleaning charges will be deducted from the security deposit. Unit cleaning is billed at \$45 per hour and carpet cleaning charges vary based on square footage and additional stains.

In the event Resident occupies the leased unit for eighteen (18) consecutive months or more and is current on all financial obligations to Landlord at the time of move-out, then Landlord hereby waives the charges for the STANDARD carpet clean and ONE COAT of paint on the walls. Tenant will be responsible for any additional costs.

In the event Landlord determines that the carpet in the Unit must be replaced as a result of excessive wear and tear, rips/tears in carpet or urine stains during Resident's occupancy and the carpet was new at the commencement of Resident's Lease, then Resident shall pay for all costs to replace the carpet, carpet padding and floor sealant throughout the Unit. In the event Landlord determines that the carpet in the Unit must be replaced as the result of excessive wear and tear during Resident's occupancy and the carpet was previously used at the commencement of

TENANT INITIALS:

Resident's Lease, Resident shall be responsible for the total costs (materials and labor) of new carpet padding and floor sealant and for the prorated cost of carpet replacement, which shall be determined by Landlord by multiplying the total cost of the new carpet (including installation) by the percentage of remaining useful life (if any) of the old carpet calculated by subtracting the estimated percentage wear of the old carpet at the commencement of the Resident's Lease from 100%.

WEAR & TEAR VS. DAMAGES

WEAR & TEAR: Worn carpeting, cracks in walls from settling, faded or cracked paint, faded blinds, toilet runs, closet doors are hard to open, etc.

DAMAGES: Torn, stained or burned carpet, linoleum with tears or holes, burns and cuts in countertops, holes in walls from large nails or screws, scuffs on walls and baseboards, torn or bent blinds, broken toilet seat or tank top, broken or missing closet doors, etc.

MOVE-OUT WALK THROUGH

At least one tenant is required to be present at the move-out walk through. Walk throughs are scheduled Monday through Friday from 8 am to 4 p.m.. All belongings must be completely moved out. Management will conduct an inspection and document any damages.

Security deposit refund will be made within thirty-one (31) days after the resident has turned in keys, or after the thirty (30) day notice has expired, whichever comes last.

In roommate situations in which one of the roommates vacates the unit and the other(s) remain(s), the security deposit will stay with the unit. Under no circumstances will the deposit be partially refunded to a vacating roommate.

1 MOVE-OUT CHECKLIST

Replace damaged broken or unusable items. This includes such things as burnt out light bulbs, drip pans on stove, light switch/plug covers, window coverings, etc. Tenant will be charged for the replacement of these kinds of items.

2

Dispose of all trash. Do not leave anything inside the unit. Do not leave any large items (chairs, couches, mattresses, etc.) in the unit or around the garbage dumpster area. There will be a tenant charge for all hauling / disposing of items left behind.

3

Clean exterior of all debris. Sweep walkways/porches, patio or decks.

TENANT INITIALS:

- 4 All smoke detectors must be in place and in working order.
- 5 Return all keys. This includes mailbox, entry, laundry, storage, basement, etc. Any key not returned will result in a \$10 per key charge to tenant for cost to replace.
- 6 Return parking pass or garage door opener if applicable. If these are not returned, tenant will be charged for cost of items, plus labor to reprogram new opener.
- 7 Pay all outstanding charges on your account. This includes, but is not limited to: past due rent, late fees, returned check fees, etc.

CLEAN THE UNIT ACCORDING TO THE FOLLOWING GUIDELINES:

KITCHEN

- _____ Refrigerator – clean inside and out. Pull out bottom shelves and clean thoroughly.
- _____ Oven/Stove – clean inside thoroughly. Clean range hood inside and out, range top, back splash, knobs, inside oven, oven rack, broiler pan, and lower drawer. Pull out bottom drawer and clean inside and around. Clean under stove/oven where visible.
- _____ Replace stove top burner bowls (if necessary).
- _____ Dishwasher – Clean inside and out.
- _____ Sink – Clean inside and around faucet.
- _____ Cabinets – Clean inside and out. Wipe free of all crumbs, grease, dried food, etc.
- _____ Floor – Sweep and mop, including corners and under stove/refrigerator.
- _____ Clean walls and backsplash. No dried food or grease should be left.
Scrub if necessary.
- _____ Clean/dust baseboards

BATHROOM:

- _____ Clean baseboards and walls. Make sure the corners are clean.

TENANT INITIALS:

- _____ Bathtub/Shower – Clean thoroughly including doors or curtain.
- _____ Toilet – Clean inside and out. Clean behind and floor around.
- _____ Sink – Clean thoroughly making sure all soap scum and stains are removed.
- _____ Drawers/Shelves/Cabinets - Clean /Wipe down exterior and interior
- _____ Mirrors – Wipe down all mirrors.
- _____ Light fixtures – Dust inside and out.

WINDOWS:

- _____ Clean all tracks
- _____ Clean Window
- _____ Dust blinds and or wipe down blinds

OTHER:

- _____ Carpet – Vacuum thoroughly.
- _____ Baseboards- Wipe down thoroughly.
- _____ Walls – Clean all walls thoroughly.
- _____ Closets/Shelves – Wipe down baseboards and/or shelves
- _____ Washer and Dryer (if unit has one) Clean inside and out, clean lint trap.
- _____ Water heater – Dust on top and around.
- _____ Repair Nail holes - Remove any nails, hooks, tape, etc. Fill with putty and touch up with paint.
- _____ Paint - Touch up scuffs on walls. Use provided paint or match if necessary. Paint only area needing touch up.

TENANT INITIALS:

EXTERIOR:

_____ Sweep front and back porch. Remove any cobwebs in corners and on lights.

_____ Walk exterior and clean any litter/cigarette butts

I have read and agree to the above move out policies and security deposit refund policy:

PROPERTY ADDRESS:

TENANT: DATE:

TENANT: DATE:

TENANT: DATE:

TENANT: DATE:

TENANT: DATE:

AGENT: DATE:

TENANT INITIALS:

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