

Montana Property Management, LLC

1235 Birch Street, Suite 1 • Helena, MT 59601 Office (406) 449-3840 Fax (406) 449-0377

Date: _____

Resident's Name: _____ Resident's Phone # _____
Property Address: _____
City, State and Zip: _____

We have recently received your signed thirty day notice to vacate the property at _____. We have enjoyed you as residents and are truly sorry to see you leave. We hope your stay with us has been enjoyable. Don't forget to transfer all utilities to your new address and complete a change of address with the post office. As you prepare to move we would like to take this time to remind you of our Move-Out Policies and Procedure. It is important that each step be followed in order to be eligible to receive your Security Deposit Refund.

SECURITY DEPOSIT REFUND POLICY

1. If the lease is not fulfilled you must contact your property manager for associated cost for breaking the lease.
2. Montana Property Management, LLC must have a written thirty day notice to vacate signed and received by one of MPM's representatives. (No verbal notices will be accepted).
3. A forwarding address must be provided to MPM.
4. We will mail your security deposit refund (less lawful deductions) and an itemized accounting of any deductions no later than 30 days after surrender or abandonment of the premises. If no deductions or issues are found, your check will be mailed no later than 10 days after surrender of the premises. Please be sure to provide us with your forwarding address ASAP to expedite the delivery of your deposit refund.

MOVE-OUT PROCEDURE

1. The move-date cannot be changed unless both parties agree in writing.
2. If your lease is not fulfilled and early move-out occurs, this could result in the loss of your deposit.
3. All residents must vacate the premises on or before the thirty day period ends.
4. All keys and garage door openers must be returned to the office on or before your move-out date. If you would like to leave them inside the dwelling, please let MPM know this prior to your move-out date. (Rent will continue to be charged until such time that these items are returned).

CLEANING

1. You must thoroughly clean the property, including carpets, bathrooms, appliances, yard, porches, garages/carports, storage rooms etc. **Please review the attached document for cleaning requirements.**
2. MPM, LLC may withhold any and all reasonable charges for cleaning, painting and repairs from damages caused from your neglect or abuse. This does include lawn service, if this is specified in your lease that this is the responsibility of the resident.
3. Estimated cleaning and repair costs are listed below. These costs are subject to change and will be reflected on your final statement.

MENU OF ESTIMATED COSTS FOR CLEANING AND REPAIR

Cleaning/Make-Ready:

Full clean	\$150-\$300
Touch-up clean	\$75-\$125
Trash-out	\$25 per bag
Furniture removal	\$100 a truckload
Full paint	\$.35 per sq. ft.
Touch-up paint	\$.30 per sq. ft.
Carpet	\$100-\$500 (varies according to square footage and cleanliness)
Stove	\$75
Refrigerator	\$50
Microwave	\$15
Dishwasher	\$15
Vent-a-hood	\$40
Bathroom	\$50-\$100

Repairs:

Holes in walls	\$65-\$85 per patch
Replace broken or missing doors	\$150-\$350 per door
Replace broken windows	\$100-\$300 per window
Replace or repair screens	\$35 per screen
Replace or repair light fixtures	\$50-\$125 per fixture
Replace or repair dirty, broken or Missing blinds	\$20-\$150 depending on size

Keys/Garage Remotes:

Keys not returned	\$35 per lock
Remote not returned	\$75 per remote

MOVE-OUT INSPECTION

You may request a move-out inspection with one of our MPM representatives. Our representative will walk the property with you. Our representatives have no authority to bind or limit the company regarding deductions for repairs, damages, or charges. The representative will simply note any issues they discover at the time of inspection. Charges will be assessed by the property manager after such time that estimated costs of repairs can be obtained. If you would like a move-out inspection, please contact our office no later than one week prior to your requested inspection date. Inspections requests are on a first come, first serve basis.

THERMOSTATS AND POWER

DO NOT TURN POWER OR THERMOSTATS OFF DURING COLD WEATHER. RELATED REPAIRS COULD COST YOU HUNDREDS OF DOLLARS.

CLEANING REQUIREMENTS FOR MOVE-OUTS

Completing the following checklist will help ensure the fullest refund of your security deposit:

STOVE: Clean inside/outside, sides, doors, stovetop, burners, exhaust fan, filter and range hood. Replace drip pans if stained or tarnished. Leave broiler pan inside clean oven and replace light bulb if needed.

KITCHEN: Clean/wipe out cabinets and drawers inside and drawer fronts, counter top, dishwasher, pantry, sink, etc.

REFRIGERATOR: Pull unit out, clean underneath, inside/outside, defrost if needed, turn temperature to lowest setting, but do not turn completely off.

LIGHT BULBS AND FIXTURES: Replace burned out or missing bulbs (do not use bulbs over 60 watts), clean inside/outside.

FLOORS: Swept, mop, remove scuff marks from all floor surfaces including corners.

CARPETS: Must be professionally shampooed and provide receipt to MPM, unless other arrangements have been made prior to moving out. Please remember to vacuum around the carpet edges to ensure debris is completely removed.

WINDOW & WINDOW COVERINGS: Clean inside glass, window sills, screens, tracks, sliding doors and frames. Clean all blinds and drapes including mini-blinds.

CLOSETS: Clean inside/outside, shelves, walls and floors. Wash all woodwork where feasible.

BATHROOMS: Clean tub rinsing out all cleaning residue, toilet (top, bottom, inside/out, sink, cabinets, mirrors, shower, all fixtures, fans and flooring. All must be free of debris.

WALLS/CEILINGS/DOORS: Remove cobwebs, clean for handprints and marks, remove all nails and picture hangers. **DO NOT FILL HOLES.** Vacuum and clean all baseboards and heating vents.

UTILITY AREA: Clean washer and dryer tops and sides. Also vacuum and mop floor around hot water heater and around washer and dryer.

YARD/GARAGE: Mow the lawn, remove stains from concrete, cleanup after any pets regardless of the weather, sweep decks and patios.

SMOKE DETECTOR: Must be in working condition and in proper place.

TRASH: All debris and trash must be removed from the premises.

OTHER:

- Do not patch holes without consulting management.
- You will be responsible for the rent and rental property until all keys and garage door openers are returned.
- Security deposit **cannot** be used as last month's rent.
- Use professional truck-mounted carpet cleaning company and provide receipt unless other arrangements have been made with MPM.