

## Move-Out Requirements

### OFFICE USE ONLY

Tenant(s) \_\_\_\_\_ Address \_\_\_\_\_  
Date Received 30-Day Notice: \_\_\_\_/\_\_\_\_/\_\_\_\_ Lease Termination Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Prorated Rent Amount: \$ \_\_\_\_\_ Prorated Rent Due Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Last Rent Payment Submission

Rent is owed for the full 30 days following the date we received your notice online. Your security deposit may not be used for your final rent payment. Your final rent payment must be paid on the first day of the month. If your final rent payment is not received by the 3<sup>rd</sup> day of the month by 5:00p.m., the standard \$50.00 late fee will apply.

### Professional Carpet Cleaning

As stated in your rental agreement, the rental must be left in the same condition as the day you moved in with exceptions to normal "wear and tear". If unit has carpets, you must schedule an appointment to have them professionally cleaned. For appointment call Clean Way Carpet: 406-788-5239. (ALL OTHER PROFESSIONAL CARPET SERVICES, MUST BE APPROVED BY JKRPM)

### Property Inspection

After the inspection, should there be any issues regarding cleaning or damages to the property, you are granted **24 hours** to remedy those issues. As a follow-up, a second inspection will be done to verify that the issues have been properly fixed. For information to schedule inspection, please refer to below (Move-Out Checklist (Per Rental Agreement))

### Return of Security Deposits

If the tenant has not completed the cleaning or corrected the damages within 24 hours after the inspection, the landlord has 30 days to reconcile disbursement of the security deposit. If the tenant returns the property to the move-in condition, as determined by the inspector, the security deposit and key deposit (if applicable) will be returned within 10 days of the inspection.

According to MCA70-25-205, tenants must provide the landlord with a forwarding address. Please do not forget to submit your forwarding address with your final rent payment, as it is the address we use to return all deposits.

### Move-Out Checklist (Per Rental Agreement)

1. Clean rented property thoroughly. (Attached is a cleaning checklist, which will be used during the inspection).
2. All lighting fixtures must have working light bulbs. (\$5.00/ each missing or burnt out bulb)
3. All smoke and carbon monoxide detectors must have new batteries. (\$4.00/ each battery replaced by landlord).
4. Schedule an appointment with **Clean Way Carpet Cleaners (406-788-5239)** to have carpets professionally cleaned.
5. We contract out our inspection process to a third party. **You need to schedule an inspection appointment with Pam's cleaning service (590-9127).** Note: Inspections go off of move in checklist that you received at the beginning of your tenancy. (The property cannot be inspected until after the carpets have been cleaned by Clean Way)

If you have any questions, please feel free to contact us. We want to make your move-out experience as easy as possible and we are happy to make further clarifications of the move-out procedure.