



Moving Out Procedures

We've enjoyed your time as a tenant and wish you a prosperous future. If you know any friends or acquaintances looking for a place to rent, we would appreciate a referral. We intend to provide a safe and enjoyable renting experience to all tenants including the next tenant to occupy the property, so we require that you leave the premises in "move-in" condition, just as you expected when you were a new tenant.

These procedures help to prepare you for the process of moving out and try to address the most frequent questions during the process. In the event you have additional questions or special needs during the move-out process please contact the property manager at least 30 days before moving out. It's safe to say that while this list is not comprehensive, in the event these procedures aren't completed there will be charges against your security deposit.

THIS IS YOUR TIME FOR INSPECTION. You're being given more than 30 days advance notice, which is plenty of time to review these procedures and compare them to the condition of the property before you move out. YOU WON'T BE GIVEN ADDITIONAL TIME TO INSPECT after you have moved out. Move-out day is NOT a time for review of the property or requests for additional time. These procedures are sufficient for you to understand that the property should be returned in the same "move-in" condition as when you received it. YOU WILL NOT BE MEETING WITH PAR6 / Slate,D TO INSPECT YOUR MOVE-OUT CONDITIONS. THE INSTRUCTIONS HERE ARE SUFFICIENT FOR YOU TO COMPLETE YOUR RESPONSIBILITIES. PAR6 LLC /Slate,D will conduct a review of the property once you have completely moved out. You will receive a Security Deposit Settlement Statement within 30 days after vacating the property entirely and returning all keys, openers, and access devices. The Security Deposit Settlement Statement is, and serves as, the receipt for all work done, or services rendered, no further receipt or documentation will be provided.

Notice

Your move-out is expected to be completed by 11:00 am EST on or before the date of your lease expiration. Please ensure that notice via email has been provided to PAR6 LLC / Slate,D which specifically indicates when you will be completely moved out from the property.

Utilities

The utilities for the apartment or house are required to remain in your name until the end date of your lease. Any residual utility charges during the term of your lease will be deducted from your security deposit. You may contact the utility companies in advance and schedule a date for the utilities to be taken out of your name. DO NOT ASK THAT THE UTILITIES BE SHUT OFF, they should be transferred according to the instructions on file with the utility companies. If the utility company cannot confirm the TRANSFER, you must contact PAR6/Slate,D immediately with this information. Failure to schedule the utility transfer can result in a delay regarding your security deposit. Any utility costs paid by the Lessee(s) beyond the lease expiration date or the date the Lessee(s) vacated the property will not be refunded.

Dust & Debris

The entire property must be broom-swept, vacuumed, and mopped. There should be no dust, cobwebs, or debris anywhere on the property. This includes door jambs, cabinet tops, under and behind the refrigerator and stove, and the cupboards and closets. If pets were present on the property, there should be no pet hair, odor, or residue from the pet left on the property. If a porch and/or a deck is associated with your rental, it must be swept clean of all debris before moving out.

Mold

There shouldn't be mold of any type or in any manner in or on the property or appliances.

Trash & Discarded Items

We suggest that you prepare for your move-out at least 4 weeks in advance and that discarded items and trash are gradually put curbside over that time. It's NOT acceptable to place an extraordinary amount of trash or discarded items curbside or to allow them to remain on the premises at any time. Trash and discarded items are to be put curbside on trash day only. Items placed curbside must be completely contained in a durable bag or container or must fit completely inside the current trash carts. Items of any type



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may not be placed outside on the premises, these items must remain inside the property, in a sanitary manner, until trash day at which time they should be placed curbside. You should contact your local city offices and/or trash pick-up provider to ensure all requirements are met for putting your trash items curbside and that they're eligible for pick-up. Any items not picked up by the trash services must be removed and discarded off the premises by the Lessee by 7 pm EST on trash day. Items of any type remaining in the unit or on the premises after move-out or the end date of your lease term will be considered abandoned as of that date and discarded promptly with no liability to PAR6/Slate,D or its agents.

Appliances

All cooking stains, grease, and debris must be removed from the interior and exterior of the range, range hood, and the surrounding areas including the walls, cabinets, and ceiling. ALL food items must be completely removed from the refrigerator and anywhere on the property. The interior, exterior, and top of the refrigerator must be cleaned, and the freezer defrosted. DO NOT use sharp implements to defrost a freezer. The dishwasher should be free of stains and hard watermarks. Any window air conditioning unit on the property must be completely clean and free of dirt and mold including the air filter. Microwaves must be clean of all food, stains, grease, and debris. Washers and dryers should be cleaned inside and out, special attention should be paid to front-load washers around the door seal, and they should not have stains, mold, or odor of any type in or on them. All appliances on the property must be in good working order before moving out. Lessee should take care in moving appliances to clean underneath them, specifically the range and refrigerator, or any other appliance where dirt and debris may collect around or underneath. Care should be taken when moving any appliances so that they remain in working order once returned to their original position. Kitchen sink disposals should be free of all debris, in functioning order, and without odor.

Cabinets, Countertops, Closets, and Pantries

All items must be removed from the cabinets, closets, and pantries. They must be empty upon move-out. Hangers, clothes, food items, etc. may not remain after moving out. Please take time to clean the tops of the cabinets and all shelves or ledges. All drawers should be vacuumed and/or wiped clean. Countertops should be clean and free of stains or damage.

Carpet

Any carpet belonging to or in the leased premises must be commercially and **professionally shampooed, deodorized, and cleaned** at the Lessee's expense and a paid receipt is required at move-out. **Lessee(s) may NOT use their own or rental equipment to satisfy this requirement.** Carpets must be entirely odor-free upon move-out. Carpeted stairs, landing, and hallways are each considered individual rooms for purposes of cleaning requirements and charges. Professional care must be applied to all spots or stains of any type. Lessee(s) are responsible for any stains, tears, or damage to the carpet and/or flooring. Tears or damage to the carpet and/or flooring, of a size that limits repair, at the discretion of PAR6/Slate,D will result in the Lessee(s) being responsible for the cost of replacing the entire carpet/flooring for the affected area with a type as chosen by PAR6 / Slate,D.

Hardwood / Laminate / Vinyl Flooring

Any hardwood, laminate, vinyl flooring, or other hard surface belonging to or in the leased premises must be professionally cleaned at Lessee's expense and a paid receipt is required at move-out. Cleaning must include the grout lines on tile flooring. Lessee(s) are responsible for any stains, tears, or damage to the flooring that were not noted on the Move-In / Move-Out Checklist at move-in. Tears or damage to the flooring, of a size that limits repair, at the sole discretion of PAR6/Slate,D, will result in the tenant being responsible for the cost of replacing the entire flooring for the affected area with a type chosen at the sole discretion of PAR6 / Slate,D.

Walls, Baseboards, Trim & Doors

The walls, baseboards, trim, and doors should be wiped down and completely free of dust, debris, cobwebs, stains, and/or marks before moving out. Care should be taken in cleaning/scrubbing a stain from any areas or the walls so that the cleaning effort does not create a stain or mark of its own. Holes in the wall must be filled with the appropriate spackling compound and sanded flat. Patching materials should not extend beyond the diameter of the hole being repaired or you may be responsible for the cost to repaint the entire affected area.

Furniture & Large Items

Bulky items like furniture must be disposed of off the property in advance of move-out. If a large item is acceptable by the trash company, it may be placed curbside the morning of trash day only; in the event it is not removed by the trash company then the



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Lessee(s) are responsible for removing it from the property by 7 pm that same evening. Mattresses and furniture items are typically required to be covered/surrounded by plastic without any holes or gaps, for the trash company to remove them. You should contact your local city offices and/or trash provider to ensure all requirements are met for putting your trash items curbside and are eligible for pick-up.

Bathroom

The shower, commode, vanity, and general area of the bathroom must be completely wiped down and free of dust, debris, cobwebs, streaks, mold, or mildew of any type. Mold, mildew, mineral build-up, and stains of any type around the shower enclosure or bathroom areas should be scrubbed and completely removed. Mirrors and glass should be clean and free of streaks.

Windows, Treatments, and Blinds

All window treatments other than those provided at the beginning of the lease should be removed from the premises; all holes and damage from removal must be repaired before moving out. The windows, screens, and blinds must be operational, free from damage, and clean of dust, cobwebs, and debris before moving out. The windows must be clean and streak-free. All blinds provided in the property must be fully functional and free of dust and debris before moving out. Any blind replacement must be done professionally, and the blind(s) must be like-kind and identical to the adjacent and other blinds in the property; and must cover the total dimension of the window from top to bottom and side to side.

Exterior, Lawn, and Landscaping

Unless otherwise agreed to in the terms of the lease, the Lessee(s) must return the exterior of the property in good order. The grass areas of the entire yard must be cut to four inches or within one week of the move-out date. Grass trimmings should be properly disposed of so as not to accumulate or remain on the property. The lawn should be trimmed and edged within one week of moving out. There should be no visible weeds of any type on the property, chemical treatment of weeds alone is not sufficient, they must be entirely removed and disposed of. A one-inch layer of mulch to match the existing variety must be maintained in all mulched areas. Trees, shrubs, and bushes must be trimmed, all dead limbs removed, and have a good aesthetic appearance at the time of moving out. There shouldn't be trash or debris anywhere on the exterior areas of the property.

Light Bulbs

All lights and bulbs were in working order upon moving in and must be in the same condition at move-out. Any non-working light bulbs must be replaced with similar bulbs. Light bulbs must be in the 3,000K Kelvin color temperature scale. All light bulbs in a series or next to another bulb must be identical in color, shape, wattage, and type to the adjacent bulb(s).

General Conditions

The property should be completely vacant of all belongings and trash at move-out. All dust, cobwebs, and debris must be cleaned and removed. All alarms, and smoke or carbon monoxide detectors must be in good condition and in working order. Any items or fixtures not in good working order were expected to be reported in writing to the property manager before move-out, notice of damages or non-working fixtures received after the notice of non-renewal will be charged to the Lessee(s). Any damaged or non-working fixtures or items will be repaired and charged to the Lessee(s) accordingly. ANY REPAIRS TO DAMAGED OR NON-WORKING FIXTURES OR APPLIANCES MUST BE COMPLETED BY A PROFESSIONAL, LICENSED COMPANY OR INDIVIDUAL.

Odors

All reasonable efforts must be taken to ensure no odors are present in, on, or around the property. Air fresheners or masking scents are not a remedy for odors. The presence of odors after move-out will be determined at the sole discretion of PAR6/Slate,D.

Plumbing

All plumbing fixtures and pipes should be in good working order upon move-out. It is recommended that you employ the services of a licensed, professional plumber to ensure all drains, commodes, and pipes are free from clogs and debris and are in good working order. All plumbing devices must shut off entirely without excessive force required. There should be no drips or leaks of any type present at move-out. Repairs or service required to the premises and for all fixtures including commodes, sinks, tubs, and drain lines caused by leaks, drips, or flushing of foreign items or neglect by Lessee(s) or guests will be charged to the Lessee(s). Sinks, faucets, and all plumbing fixtures should be clean and free of build-up, mold, or mildew.



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Pets & Pests

Please arrange accommodation for your pet(s) during the move-out process. Pet hair or residue should be cleaned up and completely removed from the property. Lessee(s) are responsible for professional extermination of any pests of any type that are present on or in the property with services completed and a receipt provided before move-out. Infestations of pests in one area or unit or the property may require treatment of the entire property including every area and unit in it, at the cost of the Lessee(s).

Rent

Rent should be paid in full before move-out. It is not acceptable to expect or apply any portion of your security deposit towards rent. Moving out before the end of a rental period for which rent has already been paid does not qualify for pro-ration.

Parking

All parking rules must be followed. Vehicles assisting in the move-out process may NOT park on the grass or non-parking areas of the premises at any time and may not block, impede, or inhibit the entry, exit, or parking of the premises or neighboring properties at any time.

Keys, Locks, Access & Opening Devices and Doors

All keys, locks, access, and opening devices provided at move-in must be returned and in fully functional condition upon move-out. Functional keys must be returned for every lock on the property. The number of keys provided at move-in must match the number of keys returned at move-out. Electronic access devices, such as garage door openers or TV, electronics, and appliance remotes, associated with the property must be returned in working condition. Unauthorized locks must be removed from anywhere on the property. All doors should be in functional condition with no damage, holes, or problems that would prohibit the door from functioning properly or appearing in good condition. Doors should not squeak, stick, or otherwise make noise when operated.

Inspection

It is particularly important to understand that upon move-out you agree that you have returned the property in move-in condition. YOU WILL NOT BE MEETING WITH AN AGENT OF PAR6 OR Slate,D FOR AN INSPECTION, THESE INSTRUCTIONS ARE SUFFICIENT FOR YOU TO COMPLETE YOUR RESPONSIBILITIES. It's recommended that you take any steps that you deem necessary, such as pictures or videos, at the time of move-out for your records. The inspection results will be compared to the Move-In / Move-Out Checklist that was completed at the time the Lessee(s) took possession of the property. Lessee(s) agree that only the Move-In / Move-Out Checklist will be used for purposes of comparing the condition of the property, any other media or documentation will not be considered or used for these purposes. Pictures, video, or media of any type associated with the property, PAR6, Slate,D, or their agents, are not permitted to be posted on the internet or social media of any kind.

Security deposit

You can expect your Security Deposit Settlement Statement in the mail to your forwarding address within 30 days or less of your move-out date, lease end date, or once all keys and access devices have been returned, whichever is latest. Any charges against your deposit will be itemized on the statement and a check will be included for any refund amount. If you fail to provide a forwarding address, the statement will be sent to the rental property address to be forwarded by the US Postal Service; if it is returned by the Post Office no further efforts will be made to send this information to you.



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CHARGES

The charges listed below are a sample of charges that may be assessed against the security deposit or to the Lessee(s) as appropriate. The list is not all-inclusive and other charges may be assessed and listed on the Security Deposit Settlement Statement. All materials noted or utilized in repairing or restoring the property will be charged with a minimum 40% mark-up. Any item not specified below will be charged at cost plus 40% mark-up plus applicable labor charges. If the actual cost to repair or replace an item listed is more than the stated cost, the actual cost will be the amount charged. The charges are subject to review and change at the sole discretion of the Lessor.

A/C/Furnace filter replaced	\$85.00	per filter	Mulch landscaping	\$2.00	per sq ft
Air conditioner: clean	\$265.00	per instance	Paint	\$1.00	per sq ft
Baseboards: clean	\$80.00	Per room	Paint cabinets:	\$300.00	per cabinet
Bath Vanity: clean	\$95.00	per instance	Parking Violation	\$85.00	per instance
Bathtub / Shower: clean	\$130.00	per instance	Patch/sand/refinish nail holes	\$12.00	per hole
Battery: replace	\$8.00	per battery	Patch: correct/sand wall patches	\$82.00	per instance
Blind: replace	\$145.00	per blind	Pest extermination	\$650.00	per instance
Cabinets (upper): clean	\$30.00	per cabinet	Plumbing repairs	\$285.00	per instance
Cabinets (lower): clean	\$35.00	per cabinet	Range Hood: clean	\$95.00	per instance
Cabinets: clean drawers, interiors	\$45.00	per cabinet	Range: clean	\$215.00	per instance
Carpet spots/damage	\$180.00	per instance	Refrigerator: clean	\$235.00	per instance
Carpet: replace	\$20.00	per sq ft	Re-key locks	\$250.00	per lock
Caulk tub	\$240.00	per tub	Replace openers/access devices	\$220.00	each
Closet: clean	\$95.00	per closet	Replace mailbox	\$210.00	per instance
Commode: clean	\$180.00	per commode	Replace remote of any type	\$120	per device
Countertop: clean	\$65.00	per countertop	Repairs	\$75.00/hr	minimum
Countertop: replace	\$465.00	per section	Screen: replace / repair	\$170.00	per screen
Door Hardware: replace	\$95.00	per device	Showerhead: replace	\$140.00	per instance
Door: replace	\$680.00	per door	Shelf: clean	\$65.00	per shelf
Floors: clean (carpet and hard surface)	\$95.00	per room	Smoke Alarm: replace	\$140.00	per instance
Floor (tile): repair/replace	\$650.00	per instance	Smoking Charge	\$500.00	per occurrence
Floor (vinyl): repair/replace	\$450.00	per instance	Stains of any type:	\$135.00	per stain
Floor: spots/damage	\$80.00	per instance	Thermostat: replace	\$385.00	per instance
Floor: sweep / vacuum	\$60.00	per room	Toilet seat: replace	\$165.00	per instance
Intercom/Doorbell: replace	\$250.00	per instance	Trash Removal	\$65.00	per bag
Labor: 1 hr minimum	\$75.00/hr		Trim shrubs/landscape	\$75	per plant
Large item removal	\$115.00	per item	Water damage of any type	\$200.00	+ labor
Light Bulb: replace	\$8.00	min per bulb	Washer/Dryer clean	\$160.00	per instance
Light fixture: replace	\$205.00	per instance	Window: clean	\$85.00	per window
Mow lawn	\$225	per instance	Window: replace	\$650.00	per window
Mold: removal	\$475.00	per area	Weed removal/treatment	\$240	per treatment

The charges above are necessary to account for any damages and costs associated with them. These costs are reviewed frequently to ensure they are fair and reasonable. You have been given these procedures and the list of charges in advance of your move-out to provide you the opportunity to avoid these charges. All charges are in accordance with the PAR6 /Slate,D House Rules, the lease agreement, and tenant / Lessee(s) responsibilities.

We appreciate your time and patience in completing your responsibilities. There are no verbal or written agreements that may relieve you of the responsibilities outlined in your lease or these Moving-Out Procedures.