



Moving Out Procedures

Dear Tenant(s) / Lessee(s):

We have enjoyed your time as a tenant and wish you a prosperous future. If you are aware of any friends or acquaintances looking for a place to rent, we would appreciate the referral. It is our intention to provide a safe and enjoyable renting experience to all tenants including the next tenant to occupy the property that you are moving out from. To offer the best rental experience, we require that you leave the premises in "move-in" condition, just as you would expect when you were a prospective tenant. While it is easy to view this process as adversarial, please remember that you were excited and happy with the property and condition of it upon move-in and our goal is to leave you as happy upon moving out as you were upon moving in.

These procedures help to prepare you for the process of moving out and try to address the most frequent questions during the process. It is safe to say that while this list is not comprehensive, in the event these procedures are not completed entirely there will be charges assessed against your security deposit. A list below provides a sample of charges which are subject to change at the sole discretion of PAR6 LLC / Slate,D. In the event you have additional questions or special needs during the move-out process please contact the property manager at least 30 days prior to moving out.

THIS IS YOUR TIME FOR INSPECTION. You are being given more than 30 days advance time and notice to review these procedures and compare them to the condition of the property you are renting. YOU WILL NOT BE GIVEN ADDITIONAL TIME TO INSPECT after turning in your keys, openers, and access devices. Move-out day is NOT a time for review of the property and requests for additional time to make repairs or complete cleaning. The procedures outlined here 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 AN AGENT OF PAR6 / Slate,D TO REVIEW YOUR MOVE OUT CONDITIONS. THE INSTRUCTION PROVIDED HERE IS SUFFICIENT FOR YOU TO COMPLETE YOUR REQUIRED TASKS INDEPENDENTLY AND WITHOUT FURTHER OR ADDITIONAL OVERSIGHT. An agent of PAR6 LLC /Slate,D will conduct a review of the property once you have vacated it and returned all keys, openers, and access devices. 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 statement is and serves as the receipt for all work done, or services rendered, no further receipt or documentation will be provided.

Notice

Please ensure that NOTICE has been provided to PAR6 LLC / Slate,D which specifically indicates when you will be vacating the premises and when you will be completely vacated from the property and the keys will be returned. In the event your dates and/or times change please deliver an updated notice to PAR6 LLC / Slate,D. Your move-out is expected to be completed by 11:00am EST on or before the date of your lease expiration.

Utilities

The utilities for your apartment are required to remain in your name until the end date of your lease agreement. 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; this date should be your lease end date or after. The utility companies already have procedures in place for taking the utilities out of your name and you do not need to be present for the utility transfer. Failure to schedule the utility transfer accordingly can result in a delay regarding your security deposit. You are responsible to confirm that the utilities will automatically be transferred to an agent or representative of PAR6 or Slate,D upon termination, if this is not the case you must notify PAR6/Slate,D within 48 hours of your utility termination request. Any utility costs paid by the Lessee(s) beyond the lease expiration date or date 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 in the property. This includes door jambs, cabinet tops, under and behind the refrigerator and stove, and the cupboards and closets. If pets were present in the property, there should be no pet hair, odor, or residue from the pet left in the property. If a porch is associated to the specific property or rental unit it must be swept clean of all debris prior to move-out.

Mold

There should not 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 is NOT acceptable to place an extraordinary amount of trash or discarded items curbside or to allow them to remain on the premises in any way. 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 may not be placed next to or along side of the trash cans 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 their requirements are met for putting your trash items curbside and that they are 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 8pm 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 property. The interior and exterior and top of the refrigerator must be cleaned, and the freezer defrosted, as necessary. DO NOT use sharp implements to defrost a freezer. The dishwasher should be free of stains and hardwater marks. A window air conditioning unit must be completely cleaned and free of dirt and mold including the air filter. Washing machines and dryers. Microwaves must be clean from 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 should not have any stains, mold, or odor of any type in them. All appliances in or on the property must be in good working order prior to move-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 to clean the tops of tall appliances. Kitchen sink disposals should be free of all debris and in functioning order without odor of any type emitting from it.

Cabinets, Countertops, Closets, and Pantries

All items must be removed from the cabinets, closets, and pantries. They must be completely empty upon move-out. Hangers, clothes, food items, etc. may not remain in the cabinets, cupboards, closets, pantries or on the premises after moving out. Please take the necessary 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 carpeting 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. Professional care must be applied for all spots or stains of any type in or on the carpet. Carpets must be entirely odor free upon move out. Carpeted stairs are considered a room for purposes of cleaning requirements and charges. Lessee(s) are responsible for any stains, tears, or damage to the carpet that were not noted on the Inspection Checklist at move-in. Tears or damage to the carpet, 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 for the affected area with a similar type and color as chosen by PAR6 / Slate,D. Lessee(s) may NOT use their own or rental equipment for carpet or flooring cleaning purposes.



Hardwood / Laminate / Vinyl Flooring

Any hardwood, laminate, or vinyl flooring belonging to or in the leased premises must be professionally cleaned at the Lessee's expense and a paid receipt is required at move-out. Lessee(s) are responsible for any stains, tears, or damage to the flooring that were not noted on the Inspection 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 similar type and color as chosen by 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 prior to vacating the apartment. Care should be taken that in cleaning/scrubbing a stain from any areas or the walls that the cleaning effort does not create a stain 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. In the event the patch material extends the diameter of the damage the Lessee(s) are responsible for the cost to repaint the entire affected wall area. Damage, holes, or stains of any type that were not noted on the Inspection Checklist at move-in will be charged against your security deposit.

Furniture & Large Items

Bulky items including but not limited to furniture must be disposed of off the property by the Lessee(s) 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 Lessee(s) are responsible to remove it from the property by 8pm 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; these type items may not be placed in or around the premises or trash receptacles at any time. You should contact your local city offices and/or trash pick-up provider to ensure all their 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, and 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 must 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 such window treatments must be repaired prior to move out. The windows, screens, and blinds must be operational, free from damage and cleaned of dust, cobwebs, and debris prior to move-out. The windows must be clean and streak free. All blinds provided in the property must be free of dust and debris, unbroken, and fully functional prior to move-out. Any blind replaced must be done professionally and the blind(s) must be like-kind and match the other blinds in the property; they must cover the total dimension of the window from top to bottom and side to side.

Exterior

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 must be cut to four inches or lower. Grass trimmings should be properly disposed of so as not to accumulate or remain on the property. There should be no visible weeds of any type on the property, treatment of weeds alone is not sufficient, all weeds must be removed entirely. 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 and in good aesthetic appearance. There should be no trash, debris, or remaining items left anywhere on the exterior areas of the property.

General Conditions

The property should be completely vacant of all belongings at move-out. All dust, cobwebs, and debris must be cleaned and removed by the Lessee(s). Any non-working light bulbs must be replaced with similar bulbs by the Lessee(s) at their



expense. 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 PRIOR to move-out. Notice for damages or non-working fixtures received after the notice of non-renewal will automatically be charged to the Lessee(s). Any damaged or non-working fixtures or items will be repaired and charged to the Lessee(s) accordingly. PLEASE DO NOT ATTEMPT TO REPAIR DAMAGED OR NON-WORKING FIXTURES WITHOUT NOTICE TO AND APPROVAL FROM MANAGEMENT AS ADDITIONAL CHARGES MAY BE ASSESSED. ANY REPAIRS TO DAMAGED OR NON-WORKING FIXTURES OR APPLIANCES MUST BE COMPLETED BY A PROFESSIONAL, LICENSED COMPANY OR INDIVIDUAL.

Plumbing

All plumbing fixtures and pipes are to 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 clog 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 and mildew.

Pets & Pests

Please arrange for accommodations 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 prior to move-out. Infestations of pests in one area or unit or the property may require a 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 PRIOR to move-out. It is not acceptable to expect or apply any portion of your security deposit towards rent in any way. In the event your rent is paid through a period for which the apartment is rented to another Lessee, the overlapping amount will be refunded to you after any applicable charges have been deducted. Moving out prior to the end of a rental period for which rent has already been paid does not qualify for pro-ration will not be returned to the Lessee(s).

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 in any way.

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 at the time of move-out. Keys to be returned include but are not limited to apartment keys, Entry Door keys, house keys and Mailbox keys, as applicable. 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. Lessee(s) locks must be removed from any storage space. Failure to return a key, opener, or access device of any nature upon vacating the premises will result in additional charges to the Lessee(s) and a delay in the return of your security deposit. All doors should be in functional condition with no damage, holes, or problems that would prohibit the door from functioning properly. Doors should not squeak, stick, or otherwise make noise when being operated upon move-out.

Inspection

It is particularly important to understand that upon move-out you are agreeing that you have returned the property in move-in condition. Move-out day is NOT a time for inspection or review of the property or requests for additional time to make repairs or complete cleaning. The procedures outlined here are sufficient for you to understand that the property should be returned in the same "move-in" condition as when you received it except for any items noted on the Inspection Checklist which was completed at move-in. YOU WILL NOT BE MEETING WITH AN AGENT OF PAR6 OR Slate,D FOR AN



INSPECTION, THESE INSTRUCTIONS ARE SUFFICIENT FOR YOU TO COMPLETE THE REQUIREMENTS INDEPENDENTLY AND WITHOUT FURTHER OR ADDITIONAL OVERSIGHT. It is recommended that you take any steps that you deem necessary, such as pictures or videos, at the time of move-out for your records. An inspection will be made of your apartment after move-out and once all keys, openers and access devices have been returned. The inspection results will be compared to the Inspection Checklist that was completed at the time the Lessee(s) took possession of the property. Lessee(s) agree that only the Inspection Checklist will serve for purposes of condition, 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, is not permitted to be posted on 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 property address in attempt to utilize the US Postal mail forwarding option; if this is returned no further efforts will be made to send this information to you.

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 separate charges may be assessed and listed on the Security Deposit Settlement Statement. The charges are subject to review and change at the sole discretion of the Lessor.

A/C/Furnace filter replaced	\$85.00	per filter	Mold: removal	\$375.00	per area
Air conditioner: clean	\$265.00		Mulch landscaping	\$75/hr	+ materials
Baseboards: clean	\$80.00	Per room	Paint	\$145.00	per wall
Bath Vanity: clean	\$95.00		Paint cabinets:	\$875.00	per wall
Bathtub / Shower: clean	\$130.00		Parking Violation	\$65.00	per instance
Battery: replace	\$8.00	per battery	Patch/sand/refinish nail holes	\$12.00	per hole
Blind: replace	\$145.00	per blind	Patch: correct/sand wall patches	\$82.00	per instance
Cabinets (upper): clean	\$145.00	per wall	Pest extermination	\$650.00	per instance
Cabinets (lower): clean	\$145.00	per wall	Plumbing repairs	\$285.00	per problem
Cabinets: clean drawers, interiors	\$65.00	per cabinet	Range Hood: clean	\$95.00	
Carpet spots / damage	\$160.00	per instance	Range: clean	\$215.00	
Carpet: clean	\$95.00	per room	Refrigerator: clean	\$235.00	
Carpet: replace	\$725.00	per room	Re-key locks	\$250.00	per lock
Caulk tub due to neglect	\$240.00		Replace openers/access devices	\$220.00	each
Closet: clean	\$95.00		Replace mailbox	\$180.00	
Commode: clean	\$180.00		Replace remote of any type	\$120	
Countertop: clean	\$65.00	per instance	Repairs	\$75.00/hr	+ materials
Countertop: replace	\$465.00	per section	Screen: replace / repair	\$170.00	per screen
Door Hardware: replace	\$95.00	per door	Showerhead: replace	\$140.00	
Door: replace	\$680.00	per door	Shelf: clean	\$65.00	per shelf
Floor (tile): repair/replace	\$450.00	per instance	Smoke Alarm: replace	\$140.00	
Floor (vinyl): repair/replace	\$350.00	per instance	Stains of any type:	\$115.00	Per stain
Floor: spots / damage	\$80.00	per instance	Thermostat: replace	\$315.00	
Floor: sweep / vacuum	\$60.00	per room	Toilet seat: replace	\$165.00	
Intercom/Doorbell: replace	\$250.00		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	per bulb	Window: clean	\$85.00	per window
Light fixture globe	\$95.00		Window: replace	\$650.00	per window
Mow lawn	\$225		Weed removal/treatment	\$240	

Please understand that the charges noted are necessary to account for any unexpected costs or damages that cannot be factored into our budget. These costs are reviewed frequently to ensure they are fair and reasonable. You have been



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given these procedures and list of charges in advance of your move-out to provide you the opportunity to avoid them by following the instruction set forth above. 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 which may relieve you from the responsibilities set forth in your lease or these Moving-Out Procedures.

