

Move-Out Procedures

We have appreciated your residency over your lease term and hate to see you move! As an agent for your landlord, our goal is to ensure ALL parties are satisfied by leaving the home in the best condition possible for our client, and by returning as much of your security deposit to YOU, as we can.

To ensure the specifications are met and that expectations are managed by all parties, please refer to both this document and the "Move-Out Cleaning Instructions" as you complete the move out process. We recommend that you read and follow these instructions IN their ENTIRETY, so that your move-out transition will be a smooth process for all parties. IF you have scheduled AUTOMATED, RECURRING RENT PAYMENTS through the online portal, PLEASE CANCEL this service AT THIS TIME. We recommend making any remaining payments (prorated rent upon move-out) manually, online. (You may choose to receive an automated reminder for the following month, bearing in mind that the reminder is not linked to your specific account information). If you do NOT cancel your automated rent payment, any OVERPAYMENTS will be refunded at the time of security deposit disbursement, within 31 days of move-out.

Please be aware, you are responsible to maintain renter's insurance and utilities in your name THROUGH your notice to vacate date, even if you should return keys early. Please ensure that NO PERSONAL ITEMS are left behind, and that NO TRASH is left at the curb with the containers after your move-out date. If the item was not on the property when you obtained keys to move-in, please remove it prior to dropping off keys upon move-out. Oversized items must be transported OFF SITE prior to turning in keys.

Once you have completed **all** cleaning and move-out tasks noted below (please see "**Move-Out Cleaning Instructions**") and you are ready to surrender the property:

- 1.) **Set the heat to low (60) or A/C to high (80), dependent on the season. DO NOT TURN OFF.**
- 2.) **Set the refrigerator/freezer to low setting, but do NOT turn off OR unplug.**
- 3.) **Reserve ONE front door key and place ALL remaining and applicable keys and devices (fobs, remote(s) etc.) on the kitchen counter. (Returned keys MUST be silver or brass keys, we do not accept "custom" colored keys) A \$15 fee applies for each standard key that is not returned, and a MINIMUM \$50 charge for "do not duplicate" keys or unreturned remotes/keyfobs. If mailbox keys are unreturned in their entirety, a \$150 fee will be charged.****
- 4.) **Turn off all lights and ensure the home is secured, including windows and gates.**
- 5.) **Place the FRONT DOOR key in an envelope or plastic bag, with your NAME on it.**
- 6.) **Drop the envelope as instructed below. Please TEXT or CALL us at 503.533.8022 to make us aware you have surrendered the unit.**

****Ellie Jean residents may drop their key in the WHITE dropbox to the right of the door after entering the trash room.****

****Collins Court residents may drop their key in the WHITE dropbox after entering the basement.****

****Eastbank Quarters Residents may drop their key in the WHITE dropbox after entering the bike room.****



****The Belle/Single Family Home residents may drop the envelope at our office, in the dropbox marked "Specialized Realty Services" located at Millikan Pointe, 14631 SW Millikan Way, Beaverton OR 97003. Specialized Realty Services is located in the Millikan Executive Suites, in the building to the left of Sushi Hana. The dropbox is located to the left of the front door.**

PLEASE BE AWARE, the property is NOT considered surrendered until we have been notified that the unit is COMPLETELY EMPTY and ALL keys and access devices have been returned to Agent/Owner. Failure to return the unit to Agent/Owner by midnight of your scheduled departure date will result in "holdover rent". If you feel you should need more time to vacate, PLEASE contact us in advance. We will ALWAYS work with you to the BEST of our ABILITY, but cannot guarantee an extension in the event the unit has been leased.

Upon receiving possession of the unit, we make every effort to complete the initial inspection within 3 business days of your departure. The security deposit accounting will be completed, and any monies owed are mailed within 31 days of move-out, in accordance with Oregon Statute. Please allow this time for the accounting to arrive in the mail. To avoid delays, PLEASE ensure you have provided us with your forwarding address. Without, your deposit will be mailed to the previously known address (the unit address) to be forwarded by the Post Office, adding up to 14 days for delivery.

A FINAL THANK YOU!

Specialized Realty Services represents many different property owners and serves numerous residents each year. We enjoy the relationships we develop with our owners and residents, alike. If you should need our assistance in the future, whether it is with finding a NEW rental home, providing a residential reference, or managing a property on your behalf, we are here to assist with any questions or concerns you may have.

Thank you again for the opportunity to serve you.

The Team at Specialized Realty Services

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503.533.8022