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MOVE-OUT INFORMATION AND REQUIREMENTS

There is more to moving than just calling a moving van or renting a truck. You will save both yourself and us trouble by observing these simple rules and steps to a proper move-out. We expect your apartment to be in the same condition as it was when you moved in, other than normal wear and tear.

1. **NOTICE** – Your rental agreement requires that you give at least a 20-day written notice before the end of the rental period. The rental period is from the 1st day of the month to the last day of the month. For example, June has 30 days, so the notice must be given by the 10th day of the month.
2. **ARRANGE AN APPOINTMENT** with the office for your move-out inspection. This must be done when the apartment has been cleaned and vacated.
3. **CLEANING OF THE APARTMENT** – The following housekeeping chores are to be performed prior to your vacating and prior to inspection. If they are not done satisfactorily and/or deviate from the move-in inspection, you may be charged for the work and/or material. Charges for repairs, replacements and services of tenant/guest caused damages are billed at \$40.00 an hour.
 - a. Windows are to be cleaned inside and out on the first floor and inside on the second floor. Broken/cracked windows are to be replaced at your expense. Window screens that are damaged are also to be replaced at your expense.
 - b. Draperies/Blinds are to be cleaned and in good repair. If they are damaged, you will be charged.
 - c. Floors and Carpeting throughout the unit are to be free from damage and are to be cleaned. Any carpet not permanently affixed shall be removed or cleaned, even if you were given the carpet from a previous tenant.
 - d. Cupboards and Cupboard Drawers are to be wiped clean and free from damage.
 - e. Stove and Refrigerators are to be cleaned and/or defrosted and ice cube trays and broilers pans in place. Do not unplug the refrigerator unless you leave the door open. Any damage or missing parts will be charged to you.
 - f. Walls are to be free from damage and are to be scrubbed clean. This also includes windowsills and all woodwork. When you scrub the walls, be sure to rinse them properly so they are not streaked.

- g. Toilet Fixtures (tubs, sinks, toilets and faucets) are to be clean and free from damage. Shower/tub walls are to be cleaned and free from mildew. There are excellent products on the market for removing mildew. Medicine cabinets and vanity doors are to be cleaned and free from damage.
 - h. Light bulbs and light shades/covers must be in place and working. These must be free from damage. Any burned out or missing light bulbs will be charged to you. Fluorescent bulbs are \$6.00 apiece, appliance bulbs are \$2.00 a piece and 60-watt bulbs are \$2.00 a piece.
 - i. Curtain rods, closet clothes bars, outlets, switch plates, doorframes, doors and door hardware that are damaged or broken will be charged to you.
 - j. Keys must be returned to the office. There is a \$7.50 charge per key if not returned. When you return the keys, remove the parking sticker(s) from your vehicle and return with the keys.
4. **LOADING** – Please be careful when loading. Do not back over the curb or lawn.
 5. **LOCK ALL WINDOWS AND DOORS** when you leave the apartment and return the keys. You may be charged rent until the keys are returned. If you move out after the office is closed, put your keys in an envelope with your apartment number on the envelope and deposit them in the mail slot near the office entrance door.
 6. **NOTIFY PUGET SOUND ENERGY AND CASCADE NATURAL GAS** of your intentions to move. Do not have the power turned off until the day you return the keys. The phone number of Puget Sound Energy is 888.225.5773 and Cascade Natural Gas is 888.522.1130.
 7. **SCHEDULE A MOVE-OUT INSPECTION** with the office. Be sure to clear your account before you leave. Your security/damage deposit may not be used to pay your last months rent. Your deposit will be refunded within 14 days by mail or you will be advised of the reason for not receiving the refund. Any charges in excess of your deposit will be billed to you and payment will be expected within 10 days from date of billing. Any outstanding balances on accounts not paid will be turned over to collection and we will be unable to house you again.
 8. **GARBAGE AND VEHICLE DISPOSAL** – The Housing Authority charges \$75.00 per cubic yard plus labor to haul refuse to the dump. If we have to dispose of a vehicle, there is also a charge per vehicle. We recommend that you dispose of these items yourself.
 9. **REFERENCES** – Do not hesitate to request a reference regarding your tenancy. These are important in locating other housing.