



1505 E Center St.
Pocatello, ID 83201
208-234-4447

Move-Out Guidelines

Giving Notice: Please remember that we must receive written notice of your intent to vacate at least 30 days prior to your move. Verbal notice will not be accepted. Your lease will end on the last day of the month. This means that you must give notice by the first (1st) day of your final month or your lease will continue on a month-to-month basis and you will be responsible to pay rent for the next month. (Example: If we receive your written notice on April 10th, your lease will continue until May 31st. We will not pro-rate your rent for May.)

Utilities: Utilities must remain in your name for the duration of your lease. Do not have utilities shut off or transferred into Five Star's name until the final day of your lease, even if you are moving out a few days early.

Cleaning: You must leave the premises in a re-rentable condition. All cleaning must be complete before you turn in your keys. If further cleaning is necessary after we inspect the property, we will call an outside cleaning company. We may, but are not obligated to contact you to go back and do additional cleaning. If you have any questions about what may be required or would like to schedule a walk-through, please contact the office. The following is a guideline for you to use:

- Clean all appliances inside and out, including: stove, oven, dishwasher, microwave, washer/dryer, and refrigerator. Pull large appliances out to clean underneath and behind. Do not use cleaning products in a self-cleaning oven.
- Clean baseboards, trim, walls and doors, including exterior doors.
- Clean windows, window sills, window coverings, blinds, light fixtures, switch plates, vents, air return covers, etc.
- Clean toilet, tubs, showers, sinks, faucets, counters, backsplashes, and soap holders – including hard water buildup.
- Wipe out and clean cabinets, drawers, closets and shelves.
- Leave an operating light bulb of appropriate size and wattage in each light fixture.
- Dispose of all trash and boxes and sweep back and front entry and garage.
- If landscaping is your responsibility, make sure grass is mowed and yard is free of weeds and trash.
- Scrub and mop all tile or vinyl floors. Vacuum carpeted areas, with special attention to baseboards and edges and then have carpets professionally cleaned by Rocky Mountain Carpet Cleaning (237-1938). Receipt of service must be provided to Management. Cleaning carpets with a rental machine is not allowed.

Keys: You must return your keys to the office by 12:00 Noon on your move-out date. Please do not lock your keys in the property and hope that we will find them. If you leave your keys in the drop box, please make sure you indicate which property they are for and provide us with your forwarding address. You may be charged additional rent if keys are not returned on your scheduled move-out date.

Security Deposits: We will mail you a statement regarding your security deposit within 30 days from the date you return your keys to the office (or the last day of your lease). Please do not call the office and ask to pick up your refund check. In order to receive your security deposit refund, you must:

- Provide us with a proper forwarding address
- Have given the proper notice of your intent to vacate
- Leave the property in a clean, undamaged and re-rentable condition
- Leave utilities in your name through the last day of your lease
- Not be in default of your lease agreement (See *DEFAULT* section of your lease agreement)

If the costs we incur getting the property ready to re-rent exceed the amount of your security deposit, you will receive a bill for the difference. Please contact our office if you have any questions. Good luck with your move!