

List of Requirements to Be Done Upon Move Out

On the day you move out and before we return your security deposit, we will inspect your residence to be sure it is left clean and in good repair. Please pay particular attention to the following:

- Remove all papers and packing materials.
- Remove all picture hooks from the walls.
- Clean stove-under burner pans and oven door, dishwasher and kitchen cabinets inside and out.
- Defrost refrigerator and clean it inside, out and floor underneath. **Leave it turned on.**
- Clean, sweep or vacuum out closets; remove all hangers and debris.
- Clean bathroom(s) thoroughly: toilet, tub, sink, medicine cabinet, vanity, walls and floor tile.
- Make sure all light bulbs work. Clean light fixtures and covers.
- Clean all floors including edges of floor, wax as necessary.
- Clean walls, baseboards, doors and door casings.
- Clean all windows, window tracks and window blinds; leave them closed and locked.
- Clean off porch, deck, patio, walkway and garage.
- All garbage/trash/debris removed to appropriate receptacle.
- Empty and clean storage bin.
- Lawns and grounds trimmed and mowed, if applicable.
- Leave premises undamaged, beyond normal wear and tear.
- Have meters read on move-out date and final utility bills paid. If leaving before move out date leave utilities in your name. **(Do not have utilities turned off)**
- **Deliver all keys, postal lock box keys, garage door openers and your forwarding address to:**

**Viking Property Management LLC
799 NW 2nd St.
Prineville, OR 97754**

- Carpets will be professionally cleaned by Viking Property Management LLC and paid out of your deposit. A receipt will be supplied with Final closing statement.

Unit must be in re-rentable condition at the time of move out. Rent may be charged while unit is off the market.

By Oregon law an accounting of your Security Deposit will be supplied to you within 31 days along with any refund due.

We thank you for your cooperation and trust your stay with us has been a pleasant one. If you have any further questions regarding your move, please contact us.

Very truly yours,

Viking Property Management LLC