



CIRCUM PACIFIC PROPERTIES, LLC

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Move-out Acknowledgement and Instructions

Thank you for having chosen one of our beautiful properties as your home! Our goal is to make your move out and the return of your deposit as smooth as it can be. Please take a moment to review these detailed instructions. Failure to comply with these instructions may result in deductions to your security deposit.

Please remember, you must submit your notice to vacate in writing to your manager at least 30 days before the end of your lease (downloadable 30-day notice forms are available on our website in the resident resources section). If you are breaking your lease early, contact your manager about a move-out date and pay the lease break fee, which is 1.5X the rent amount. Be sure to provide us with your forwarding address. Thanks again for being a Circum Pacific Properties resident and we wish you the best of luck with your move. Please contact your manager with any questions.

Deposit Return - We love to refund residents their full deposits! That is a win-win for everyone. However, in order for us to do that, you must fulfill the terms of the lease and follow these move-out instructions. Your security deposit disposition will be mailed within 30 days of your move-out. Please be sure to get us your forwarding address! Refund checks will be in the name of all residents on the lease.

As a reminder, the security deposit is not your last month's rent. It is held until after you move out in case there are any potential damages. Last month's rent is due during the last month of occupancy.

Keys and Forwarding Address - Returning the keys is very important as it allows us to begin processing your security deposit. Returning keys constitutes vacating the apartment. If you fail to return your keys, it is a violation of the lease agreement, causes delays and leads to charges against the security deposit.

Once you have removed all of your belongings and cleaned the apartment, please drop your keys where your manager has instructed you to do so. Make sure they are in an envelope clearly labeled with your name and address. Communicate to your manager that you have returned the keys once all these steps are complete.

Transferring Utilities and Changing your Address - Please contact your utility providers to do a final meter reading as of your last day of tenancy and make sure all of your balances are paid in full. Please leave all utilities in your name through the end of your lease term, regardless of whether you move out sooner. Cancellation date should be the last day of your lease term, unless you receive approval from us to cancel earlier. Utilities should be transferred out of your name, not disconnected. Update the Post Office of your new address; go to usps.com to change your address.

Canceling AUTO Rent Payments and Pro-rate Explanation - If you are currently set up with auto-pay through your tenant portal, you will need to log on and cancel the auto-pay option if you have a pro-rated rent amount for your last month's rent. If you neglect to do this, your account will automatically be charged a full month's rent during

your last month. Once you have done this, please remember to manually pay the pro-rated rent through your portal on the 1st of your last month of residency.

We pro-rate everything based on a 30 day calendar month. Think of 12 months where every single month is 30 days long to simplify. Divide your rent by 30 and then multiply that number by the number of days. If any confusion, please ask your manager.

Inspection - We will conduct the final move-out inspection once you have completely moved out, cleaned the apartment and returned all the keys to your manager. Please have the property in rent-ready condition by the end of your lease date as you will not be able to re-enter the property after turning in the keys. Inspections are not performed with the resident. Please see the information below regarding cleaning expectations.

Painting, Picture Hanger Holes, Do not spackle - Please do not fill small holes in your walls with spackle or try to do touch up painting as this often makes the situation worse and can lead to resident charges. Tiny holes are considered normal wear and tear.

Repairs - If there are repairs needed that you cannot get completed or that you do not believe were caused by you, please inform us of them in writing. This way there will be no surprises or miscommunications.

Moving - Moving should be done during daytime or early evening hours and never between 10pm and 9am. Any damage to the building occurring during the move is your responsibility. All boxes must be broken down and placed inside the recycling bin.

Thank you for following these move-out instructions and for being a resident of Circum Pacific Properties! We wish you the best at your new property!

Please see the cleaning checklist below for a detailed list of cleaning expectations.

Cleaning Checklist

Careful attention and meticulous cleaning of the following items will ensure prompt return of your deposit. Cleaning can be tiresome. Please consider hiring a professional cleaner if you feel you will not have the energy or time to properly clean the apartment. You should provide the cleaner with this check list to ensure they get everything. Please do not leave the property unclean.

General Items:

- Replace all burned out light bulbs and batteries on smoke/CO detectors (This will avoid a labor and bulb/battery charge)
- Repair damage caused to the property (e.g. torn screens, broken windows, clogged drains, etc.)
- If you can't get repair done before you leave, let us know so there are no surprises.
- Absolutely no garbage is to be left at the property. It is your responsibility to properly dispose of all unwanted items. Removal of any furniture, garbage or

other items left in the apartment or on the grounds at the time you vacate will be charged directly to you. Filling trash receptacles with unwanted items will result in an additional charge.

- Remove all personal items from the property
- Remove all marks from walls
- Dust all blinds/window coverings/ceiling fans
- Dust all window sills/tracks, baseboards, light fixtures and fans
- Clean all floors
- Clean radiators, heater & A/C filters and fireplace debris
- Remove cobwebs from ceiling, windows, corners, behind doors and on chandeliers/light fixtures

Kitchen:

- Wipe down walls, backsplashes, and cabinetry
- Sweep and mop floor
- Clean sink and drain
- Clean outside and inside of oven (replace drip pans if needed)
- Clean stovetop, control panel and dials
- Clean microwave inside and out
- Clean outside and inside of dishwasher
- Wash all counter tops
- Clean outside and inside of refrigerator including freezer and top
- Remove all racks, shelves and drawers, and thoroughly clean all surfaces, then replace racks.
- Clean all cupboards and drawers inside and out
- Wash stove hood, remove and wash filter and light

Bathrooms:

- Clean bathtub and or shower including fixtures
- Clean underneath and behind clawfoot tubs
- Clean sink and faucet fixtures
- Clean all tile and grout
- Mirrors, medicine chest, cabinets, drawers should be cleaned and all items removed
- Clean toilet
- Wash or mop floor

Bedrooms:

- Remove all items including hangers
- Vacuum carpets, including edges and mop floors
- Clean windows, sills/tracks, and blinds or window coverings