



Move Out Notice to WPI

This form can be used to give us notice you are moving out of the rental property managed by WPI Real Estate Services, Inc.. Please complete the following in full and remit to your Property Manager at the contact information listed below.

9500 Roosevelt Way NE, Suite 100
Seattle, WA 98115
(F): 206-522-0725
(E): rental1@wpirealestate.com

Tenant's Name(s) (please list names of all Tenants on Lease): _____

Email Address(es): _____ \ _____ \ _____

Contact Phone Number(s): _____ \ _____ \ _____

Property Address: _____

Name of Property Manager: _____

Lease End Date: _____ Move Out Date: _____

(Notice to Break Lease) Tenant is vacating property prior to lease termination date.

****REQUIRED** Please provide a forwarding address below:**

Forwarding Address (Required): _____

*Do not list the address that you are moving from. If the check was lost due to a wrong forwarding address provided, a \$50 Check Re-issue Fee will be assessed following a 21 day waiting period.

PLEASE CHOOSE ONE OF THE OPTIONS BELOW:

Option 1: The check can be payable to all names on the lease. It is the responsibility of the tenants to prorate the funds according to their own implicit or explicit agreement after receipt. 000

Option 2: The check can be payable to only one person. (By choosing this option all other roommates need to sign Move-Out Notice below to show consent. Make check payable to: _____

Option 3: Split checks to each roommate (first check is free and any additional check will be at a \$30 processing fee per check.

All Tenants signatures are required:

Tenant's Name (Print):	Signature:	Date:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Tenant Move Out Instructions

I. Introduction

At WPI Real Estate Services, we want you to have a smooth transition when moving from one of our managed properties. These are instructions for a proper move out. We know you will have a lot to keep track of during the transition. We hope this will make it clearer and organized for you. If you do have questions, please call your Property Manager.

Please follow the attached cleaning checklist, the better the condition of the property when you leave, the more desirable the move out will be for you. You will need to give us your forwarding address so we can send you your Close Out Statement and applicable refunds. If you vacate the property prior to the end of the lease term, you will still be responsible for the rent during the remaining term of the lease. Please go to the "Resource Center" at www.wpirealestate.com to download the Break Lease Form, complete and submit to your Property Manager. We will do our best to try and lease the property.

II. Turn in keys, garage or fireplace remotes, etc. to WPI Real Estate Services' office

All keys, mailbox keys, garage or fireplace remotes, parking passes, elevator/entry fobs, etc. must be turned into the office at **9500 ROOSEVELT WAY NE #100, SEATTLE, 98115**, by MIDNIGHT ON THE LAST DAY OF YOUR LEASE. If your building has an on-site manager, you must make prior arrangements to ensure these items are turned into him/her on time. If the on-site manager is not available, you may turn in the items at WPI Real Estate Services. Tenant must place all these items in an envelope with your name, old address and forwarding address written clearly on it. The envelope must be turned into the office no later than midnight on the day of the move out. All late fees, fines, unpaid rent, etc. must be paid upon move out or these items will be charged to your account.

WPI Real Estate Services has a drop box by the front door if you are here during non-business hours. We suggest you seal the keys in an envelope, with your name, the old address, and your new forwarding address written on the outside, and place the envelope in the office drop box. *If we are unable to identify your keys you may be responsible for the cost of a lock change.*

If you fail to return your keys you will be considered a "HOLDOVER" and in violation of your lease! "HOLDOVER" tenants can be responsible for a minimum of \$40.00 per hour fine, a lock change fee, the cost of alternate lodging for displacing the new tenant, legal fees as allowed by law, and any additional expenses incurred if you fail to move out on time!

III. Inspection

Property Managers **WILL NOT** inspect the property if you are **not completely moved out** OR **not ready to turn in your keys**. Our Property Management department will inspect the property after the keys are returned to WPI Real Estate Services. They will compare any damage in the property with damage listed on the Move In Inspection that you completed and returned to WPI Real Estate Services when you first moved in. We do not typically schedule appointments to walk through the unit with the resident. You will not be able to re-enter the property after all keys have been turned in.

IV. Cleaning

As per the Lease Agreement, Tenants must have carpets shampooed and blinds cleaned professionally upon move out and follow the Cleaning Checklist completely. You may use a vendor of your choosing and leave the paid bills on the kitchen counter. Otherwise WPI Real Estate Services will arrange professional cleaning upon move out and the cost will be made to your account.



Without exception, you are required to return the property in clean and empty condition. **Cleaning issues are NOT ordinary wear and tear under Washington State law, under any circumstances whatsoever.**

Regardless of effort, if the property is not returned to Landlord's satisfaction, or has trash or abandoned items, appropriate charges will be made to your account. If it is necessary for Landlord to clean the property, our professional labor costs will be much more than if the property was properly cleaned in the first place. **A cleaning checklist is provided at the end of this document.**

V. Utility Bills

Utilities must be left on to test lights, appliances, heating/cooling, etc. Any charges incurred to re-establish electricity will be made to your account.

Call your utility providers at least 2-4 weeks before your lease is over to make arrangements to take your utilities out of your name on, not before, the last day of your lease. You are responsible for all your utilities until the last day of your lease. ***Utility bills taken out of your name before the last day of your lease will be deducted from your Security Deposit and may result in an additional surcharge as allowed by your lease. Utilities can never be disconnected, only transferred into Landlord's name!***

VI. Security Deposit Return

You must submit your new address to WPI Real Estate Services in writing, so we are able to mail your Security Deposit refund and/or statement of charges within 21 days after you move out, in accordance to Washington State Law.

Tenants and their occupants must contact the U.S. Postal Service to forward their mail before vacating the property. ***It is not the Landlord's responsibility to forward your mail.*** To complete a change of address form online, please visit: www.usps.com/umove.

You can expect to have your Security Deposit, less all applicable charges, mailed to you by the 14th day after you move out. Evidence of payment of final utility bills will expedite the return of Security Deposit.

VII. Showings

By Washington State law, you will be given at least 24 hour notice prior to showings. Please have the property ready to be shown, cleaned up, personal items put away, dogs crated or gated so the entire property can be viewed. The better it shows, the faster it will lease and we will stop showing. Do not lock keyless deadbolts on the front door. Please remember that we have the right to show the property. You shall not cancel or deny showing appointments unless authorized by WPI Real Estate Services. **Per your lease we may charge you a \$100 trip charge for each showing declined by tenant.**



Moving Checklist

Notify WPI Real Estate

- Complete "[Move Out Notice to WPI](#)" and email/mail/fax to your Property Manager.
- Confirm with your Property Manager that Move Out Notice has been received.

Address Change

- Give forwarding address to Post Office.
- Contact financial accounts and credit cards.
- Contact subscriptions, notice required several weeks.
- Friends & relatives, unless you owe them money.

Bank

- Transfer bank accounts to new branch locations. Cancel any direct deposit or automatic payments from your accounts.
- Transfer funds, arrange check-cashing in new city.
- Set-up auto-pay for new banks.
- Arrange credit reference.

Delivery Service

- Laundry, newspaper, changeover of service.

Medical, Dental and Prescriptions

- Ask your doctor and dentist for referrals; transfer needed prescriptions, eyeglasses, x-rays. Obtain birth records, medical records, etc.

Insurance

- Notify company of new location for coverage; Life, Health, Fire and Auto.

Utility Companies

- Change your utilities, including phone, power and water, from your old address to your new address.
- Get refunds or any deposits made for gas, light, water, telephone, fuel, garbage, cable.

Pets

- Ask about registrations for licenses, vaccinations, tags, etc.

Before Your Moving Day

- Make reservations with airlines, hotels, and car rental agencies, if needed.



- Have your car checked and serviced for the trip.
- Get estimates from professional movers or truck rental companies if you are moving yourself.
- Once selected a mover, discuss insurance, packing, loading, delivery and the claims procedure.
- Sort through your possessions. Decide what you want to keep, sell or donate to charity.
- Obtain a change of address packet from the post office and send to creditors, magazine subscriptions and catalog vendor.
- Arrange for a baby sitter on moving day.
- Defrost your refrigerator and freezer.
- Pack your belongings. Pack a "First Day" box for items that would be used before your could unpack everything.
- Make a list of every item and box loaded on the truck.
- Label each box with the contents and the room where you want it to be delivered.
- Set aside legal documents and valuables that you do not want packed.
- Pack clothing and toiletries, along with extra clothes in case the moving company is delayed.
- Double-check closets, cupboards, attic, basement and garage for any left-behind items.



CLEANING CHECKLIST

GENERAL:

1. Make arrangements to have your trash picked up before you discontinue service
2. All personal property including mattress, couch, TV, and computer must be removed including trash. Any items left at the property will be hauled away at your expense
3. All carpets must be professionally shampooed (must provide receipts to Landlord)
4. All blinds must be professionally cleaned (must provide receipts to Landlord)
5. Clean all stainless steel appliances with stainless steel approved cleaners only, granite countertops with granite approved cleaners only, and hardwood floors with hardwood approved cleaners only
6. Replace any burned out light bulbs (same type of bulbs that was there at move in) and replace any HVAC filters and batteries in smoke detectors if needed
7. Remove any satellite dish or systems that were put in by you at property
8. Make sure sprinkler system is working and sprinkler heads are not in need of replacing
9. Per HOA rules that might apply, trash and trash bins cannot be left in alley or in front of the property unless you have called the city for pick up
10. Clean all windows, secure all screens, and remove cobwebs inside and out
11. Discontinue your phone, internet, or cable services at least 24 hours before vacating
12. Do not place trash and garbage in the recyclable cans (fines may apply)

ALL ROOMS:

13. Clean out all closets and wipe down shelves
14. Remove cobwebs
15. Wipe down baseboards, doors, and door frames
16. Clean all floors, walls, ceilings, and vent covers
17. Clean light switch and electrical outlet covers
18. Clean ceiling fans and fan blades
19. Clean windows, window sills and tracks (most windows lift or tilt out for easier cleaning)



- 20. Clean draperies and/or window blinds
- 20. Replace any burned-out light bulbs
- 21. Remove all paper towel holders, adhesive hooks, ceiling hooks, mounted mirrors, etc.
- 22. Vacuum carpet and edges by baseboards

KITCHEN:

- 23. Clean stovetop, control panel, and dials
 - * Scotch-Brite cooktop cleaner recommended for heavily soiled glass-top cooking surfaces
- 24. Clean hood fan and filter
- 25. Clean oven including the walls, racks, and broiler pan
 - * If equipped: Do not use self cleaning function with spray-on oven cleaner
 - * When using spray-on oven cleaner carefully following directions on can and clean any remaining cleaning residue to prevent corrosion
- 25. Clean inside and outside surfaces of microwave and underside filter
- 26. Defrost refrigerator and freezer
 - * Do not unplug refrigerator which can damage compressor, and worsen food odor
- 27. Clean inside refrigerator and freezer
 - * Remove all racks, shelves and drawers, and thoroughly clean all surfaces
- 28. Clean inside and wipe down front of dishwasher
- 29. Wipe down all woodwork in kitchen
- 30. Clean pantry and wipe down shelves
- 31. Clean cabinet doors and shelves
- 32. Clean and wipe out all drawers
- 33. Clean sink and faucet fixtures
- 34. Wipe down all counter tops
 - * Use a clean rag or paper towel as opposed to a sponge to avoid sticky countertops
- 35. Mop/scrub vinyl floor
 - * Do not overuse cleaning solution and use clean mop water to avoid leaving the floor sticky

BATHROOM(S):

- 36. Clean bathtub, shower walls and fixtures
- 37. Thoroughly clean toilet inside and out
- 38. Clean cabinet doors and shelves



- 39. Clean mirror and medicine cabinet
- 40. Clean soap dishes and wipe down towel bars
- 41. Clean sink and faucet fixtures
- 42. Wipe down all counter tops
 - * Use a clean rag or paper towel as opposed to a sponge to avoid sticky counter tops
- 43. Mop/scrub vinyl floor
 - * Do not overuse cleaning solution and use clean mop water to avoid leaving the floor sticky

YARD CARE:

- 44. Mow, edge, weed-eat, trim shrubs, clean out flowerbeds and any dead shrubs or grass and replace with new
- 45. If you have a pet, the yard needs to be filled in from holes or dog tracking, and all pet waste must be removed

MISCELLANEOUS (IF APPLICABLE):

- 46. Report known maintenance issues in need of repair to Landlord before moving out
- 47. Remove personal property from deck or patio and sweep
- 48. Remove padlock and clean out storage units
- 49. Empty and sweep out garage
- 50. Replace any burned-out light bulbs in garage and/or garage remote/keypad batteries
- 51. After everything is moved out and cleaned, walk through the property one last time to ensure no areas are missed and no property is left behind in cabinets, drawers, closets, etc.

Thank you for following this checklist to ensure a smooth move out process!