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## MOVE-OUT PROCEEDURES

CWP appreciates your fine tenancy and would be happy to help you in the future with your housing needs. Below are the steps for moving out.

### Written 30-Day Notice

Please provide a written 30 notice of your plans to move. You will be advised of with the pro-rated rent amount for any partial month that will be due on the first of the month.

### Change of Address

For your convenience, click here (<https://moversguide.usps.com/?referral=USPS>) for the on-line Post Office change of address form.

Don't forget to cancel PG&E, cable, phone and other services.

### Move-out Inspection

On the day that you move out, your unit will be inspected and compared to the inspection report prepared at the time of your move in. You are allowed "normal wear and tear". Any damages, cleaning, or hauling will be deducted from your deposit.

If there's a yard, be sure it's been cleaned prior to move out. Please see your lease for other requirements.

To help you maximize your deposit return, we offer a pre-move-out inspection. A week before your move-out, we will be happy to walk through with you and let you know about visual issues which may affect your deposit.

Please use these guidelines while preparing the rental for inspection. Unit is expected to be returned in a condition comparable to move-in. For more details, click here to download Cleaning Checklist.

#### General Move-Out Policy

- All keys and remotes for locks must be returned.
- Carpets cleaned by licensed professionals only. Please do not rent a cleaner. Carpet MUST be cleaned to CWP standard and receipt MUST be provided upon move out.
- Unit must be free of trash including at curb side before vacating. Please do not dump household items in or around dumpster areas.
- Thoroughly cleaned including:
  - Window covering, sills & tracks
  - All appliances, including refrigerator coils and interior of stove/oven
  - Fireplaces, Furnaces & A/C filters
  - Light Fixtures, including ceiling fan
  - Light & outlet plates
  - Storage locker & parking area
- Replace stove drip pans.
- Ensure all lights bulbs in all fixtures are in working order.
- Lawn, garden and hedges trimmed, cut and cleaned.
- Don't attempt to touch-up paint, unless agreed and noted by Management.

### Deposit Refund

Your deposit will be promptly forwarded to the address you have provided to us within 21 days of your move out. Included will be an itemized list of any deductions.