



Tenant Move Out Guide

Our goal is to make your move out and the return of your Deposit as smooth as possible. Failure to comply with these instructions and this checklist may result in deductions to your Deposit, and possibly additional charges in excess of that amount. Please let us know if you have any questions regarding this.

When vacating the property you MUST provide the proper intent to vacate (called a “30 Day Notice”) in writing, at LEAST, 30 days prior to the date of “vacating” and before the First of the next Rental Cycle. This will generally mean that the Notice will actually be more than 30 Days. For example, If you plan to move on the 15th of June, you would actually give notice May 1st. Please be sure to also include in this notice any PHYSICAL forwarding address so that we can process your Security Deposit refund. PO Boxes are not acceptable. Security Deposits and the Disposition letters are sent out no later than 30 days after the date of vacating (or the end of the Lease Agreement, whichever is lawfully standing). Please remember that these are generally mailed out, so extra allowance may be

needed for USPS. Invest Alaska does NOT send Deposit Funds to PO Boxes, so there MUST be a physical address attached.

Deposit Return

We love to refund our tenants their full deposits! That's really a win-win for everyone involved. However, in order for us to do so, you must fulfill the terms of the Lease and follow these Move Out conditions and lists. The amount you receive back is really up to you. We will be very happy to make no deductions for repairs and/or cleaning. Remember that if there is any repairs or cleaning that must be completed by a vendor, you are solely responsible for these invoices and fees and we are NOT limited to the Security Deposit to ensure the Leased Premises is in the same, or better, condition than when you moved in. As mentioned, we will process your Deposit and have it mailed out no more than 30 days from the date of vacating and/or your Lease is terminated. We will then send it, and the Disposition Letter, to the Physical Forwarding Address you provide.

Keys and Forwarding Address

All mail box keys, garage remotes, parking passes, entry fobs, etc. should be left on the Stove of the Unit with you Locking the Door behind you and notifying your Property Manager when you've done so. Double check with your Property Manager to ensure this is the process and there is not something special with your Unit.

Please Note: Returning the keys, etc constitutes vacating the property and allows us to begin processing your Security Deposit. If you fail to return your keys you will be considered a

“Holdover Tenant” and will be in violation of your lease and could incur costly penalties. Including, but not limited to, re-keying of the premise, re-coding of any fobs, etc.

Please also note: If you return your keys prior to the date of Lease Expiration and “hand over possession” this does NOT mean that you are no longer liable. You are responsible until the date of Lease Expiration for all terms, regulations, and conditions.

Transferring Utilities

Please contact your Utility providers to do a final meter reading, etc. as of your last day of tenancy and make sure that when you vacate all outstanding balances are paid in full. Please leave all utilities in your name until the expiration of your Lease, regardless of if you move out sooner than said date. Unless otherwise specified with your Property Manager, your cancellation date should be the last day of your Lease Term. Remember, power should be TRANSFERRED out of your name NOT disconnected.

Auto-Payment for Rents

Invest Alaska does not have access to any auto-pay or auto-draft that you may have set up for the rental payments. Please ensure that you contact your financial institution to cancel. It’s a headache, on both sides, to issue any refunds due to this misstep.

Inspection

We will conduct the Final Move Out Inspection once you have completely MOVED OUT AND HAVE RETURNED all keys, etc for the Property to Invest Alaska. We will compare the Move In Inspection, signed between your Property Manager and yourself, to the current condition of the Property. 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 that date. Inspections are not completed with the tenant present.

Painting/Picture Holes-Do NOT Spackle or Repair

Please DO NOT FILL IN SMALL HOLES IN YOUR WALL or try to do “touch up” painting. Oftentimes this makes the situation worse and requires us to have to hire a professional painter to come behind you and repaint the walls at the Tenant’s expense). Tiny holes due to tacks, etc are generally considered normal wear and tear if not in excess. If you have caused excessive wear and tear on the walls and they need to be re-painted or “touched up”, please contact us and we can give assistance in this process that will avoid any undue charges.

Marketing Process

If the Owner of your Property is choosing to sell or re-rent, there may be a sign and lockbox placed on the property. We will begin advertising the Property as soon as we receive Notice and we will start conducting showings. By Alaska State Law we will give you no less than 24 Hours’ notice to these showings, unless you and your Property Manager have made other arrangements in writing. Anything you can do to keep the property “Show Ready” will increase the chances of

getting it rented (or sold) and, thus, would mean no more showings. Some examples of “Show Ready” include, but are not limited to:

- Sink Cleared of all Dishes, etc
- Trash Taken Out
- Floors Vacuumed
- Floors and countertops decluttered
- Couches and Beds Made Up

If you have any animals, please make sure they are properly out of the way. Dogs should be put in their kennels during these times (the garage is NOT considered “kenneled”).

Please Note: There will be a \$150 charge for every time your Property Manager (or their agents) come to do a showing, etc that cannot be completed at the time designated.

Repairs

Please remember that tenants are not allowed to do any repairs or “fixing” to properties managed by Invest Alaska. If there are repairs that must be done during your tenancy (unless deemed “out of your control” by your Property Manager or their vendors) you must let your Property Manager know so that these repairs can be scheduled. These repairs may be, if deemed “within your control” be charged to the Tenant.

Cleaning Guide

Careful attention and meticulous cleaning of the following items/rooms 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 clean the entire property properly. This will save you the energy of cleaning and then having cleaning deducted from your Security Deposit due to unsatisfactory quality. They must be a professional cleaning company and you should provide them with this list. If you utilize a company we recommend, they know the standards of Invest Alaska and should not need it. Ask your Property Manager who they recommend. We can even make arrangements for those companies to reach out to you.

Carpet

All carpets must be cleaned by a PROFESSIONAL Carpet Cleaning Company. This does NOT mean using a Rug Doctor (or the like) or self-cleaning. This also does NOT mean hiring a general cleaning company and having them include the carpets. If you had pets on the property, it is required that you have the cleaning company use a deodorizer. This is an important step. If you do not provide a receipt or paid invoice to your Property Manager, this will be scheduled and charged to the Tenant.

Ask your Property Manager who they recommend. We can even make arrangements for those companies to reach out to you.

****Please keep in mind that Cleaning Companies and Carpet Cleaning Companies get busy at the beginning and end of the month. It's best to call and schedule ahead of time to have them come on the last day (or thereabouts) of your Lease Term.****

General Items (These May Apply to the WHOLE Property):

- Replace all burned out light bulbs
- Replace all batteries in Smoke and CO2 detectors (if maintenance has to change these there is an added labor charge. Changing them yourself avoids this cost)
- Have damages caused to the Property repaired by a professional in the field the damage is in. Contact your Property Manager for recommendations if needed.
- Absolutely no garbage is to be left at the property. Do not leave a trash can full of trash or stack trash at the curb (if applicable). Make arrangements to have the trash picked up before you discontinue service (if applicable). Removal of trash can incur labor and trip cost via the vendor.
- Remove all personal items and effects from the property
- Carefully remove any and all marks off of the wall (this is something you can request from most cleaning companies)
- Dust all blinds/window coverings/ceiling fans
- Dust all window sills/tracks, baseboards, light fixtures, and fans.
- Clean all floors including under appliances.
- Clean wood/pellet stove/fireplaces debris

- Remove cobwebs from ceiling, windows, corners, behind doors, chandeliers/light fixtures.

Kitchen:

- Wipe down walls, backsplashes, and cabinetry
- Sweep and mop the floors
- Clean sink and drain
- Clean outside and inside of the oven. *Note: With self-cleaning ovens: do not clean oven racks or range accessories. Do not use oven cleaner in self-cleaning ovens as it will damage the interior surface. If it is a propane/gas range, do NOT pull away from the wall to clean underneath. You can remove the lower tray to clean under them.*
- Clean stovetop, control panel, dials, and removable coils and pans
- Clean microwave inside and out
- Clean the outside of the dishwasher. Clean the inside by making sure there is no smell, food residue, and staining.
- Wash/Wipe down all countertops
- Clean outside and inside of the refrigerator including top, freezer, drawers, and underneath.
- Remove all racks, shelves and drawers, and thoroughly clean all surfaces, then replace said racks, etc.
- Clean all cupboards and drawers inside out.
- Wash stove hood, remove and wash filter and light

Bathrooms:

- Clean bathtub and or shower including fixtures. Please ensure there are no stains, soap scum, growth or discoloration.
- Clean sinks and faucet fixtures
- Clean all tiles and grout
- Clean all mirrors, medicine cabinets, drawers and all items should be removed.
- Clean and sanitize toilet
- Wash and mop floor

Bedrooms:

- Remove all items including hangers
- Clean windows, sills/tracks, and blinds and/or window Coverings

Garage:

- Remove all personal items
- Sweep floor (ensure there are no stains in the concrete, if there are, use the appropriate cleaner to remove)

Yard as Applies:

- Weed appropriate planting areas and remove dead leaves and debris.
- Mow lawn and edge
- Trim hedges and shrubs
- Sweep walks, decks, and patios
- Remove all pet waste and repair related damage.

- Ensure that driveway is plowed (any standing snow greater than 4 inches is NOT considered plowed)
- Shovel all walkways, decks, patios, and paths to any outbuildings. (any standing snow greater than 4 inches is NOT considered plowed)
- Remove all personal items from the outside of the property and in any sheds/outbuildings.

Fuel:

If fuel was a one of the Utilities you are responsible for, please ensure that the correct amount (per your Move In Inspection and Fuel Addendum) is in the tank upon vacating. Please check with your Property Manager to get this amount. Remember, per your Lease Agreement, you will NOT be reimbursed for any overages and if there is not enough, your Property Manager will be ordering fuel at your expense. Please Note: Most companies will not deliver less than 100 gallons so ensuring that you have the correct amount will be beneficial to you.

As a Final Note: Please remember that all of these steps must be completed before vacating the Leased Premises. If you have any questions, concerns, etc please contact your Property Manager.

Thank you for being a resident of Invest Alaska Real Estate Group! We hope it was a great experience!