



TENANT'S 30-DAY NOTICE TO VACATE

Tenant Name(s): _____

Rental Address: _____

Tenant(s) intend to terminate tenancy of the rental unit listed above on: _____ (move-out date), **which is 30-days from the date of this notice** (it is necessary under Montana law to provide the Landlord 30-days' notice of intent to vacate). Tenant(s) understand that they are responsible for the rent, utilities, and all other lease obligations for a minimum of 30-days from the date of this notice **or the end of the lease, whichever is later.** (MCA Section 70-24-441). Further prorated charges may apply, depending on if Tenant(s) maintain possession of the Premises beyond their lease responsibility period and/or for additional vacancy loss incurred as a result of Tenant(s) failure to complete CoRental Cleaning Checklist obligations.

Tenant(s) understand that they are eligible for a full refund of security deposit in the amount of \$ _____, IF lease obligations are satisfied, which includes: time of Tenant(s)' responsibility has elapsed, all keys and access devices returned, cleaning completed in accordance with the CoRental Cleaning Checklist, rent and applicable utilities paid in full, and no damages incurred beyond normal wear and tear. The Tenant(s)' move-in Condition of Premises Report will be cross-referenced before any decisions are made to deduct from the security deposit. The last month's rent will be prorated appropriately.

The Premises shall be made ready to rent on the last day of this notice and Tenant(s) shall be prepared to return all keys and access devices. Tenant(s) are required to call and set up a move-out inspection with a CoRental Agent, ideally 2 business days before the desired date of the inspection. A CoRental Agent will meet with Tenant(s) during business hours, to walk through the Rental Premises and affirm duties have been properly completed, or articulate areas that need improvement, that would otherwise be a deduction to Tenant(s)' security deposit. There are no standard deductions allowed by Montana law. Tenant(s) are strongly encouraged to re-review their lease agreement and all supplemental documentation provided by CoRental and ask clarifying questions if needed.

It is understood that upon termination of the tenancy, the Landlord will, deliver to Tenant(s) a written list of any deductions from the security deposit, and either payment of the applicable balance due to Tenant(s), or a bill if the security deposit is insufficient to satisfy the allowed deductions. The security deposit is not a limitation to how much a Tenant can be charged for insufficiencies. Tenant(s)' account will be settled within 10-days if there are no deductions and within 30-days if there are deductions.

Per the lease, if the Tenant(s) desire to terminate the Rental Agreement before the expiration of the Term, Tenant shall pay to the Agent the sum of \$ ½ month's rent as liquidated damages. Reminder: this is not a buy-out. Tenant(s) are responsible until the end of the lease or exemption allowed by Tenant(s)' Rental Agreement and/or law.

Are you leaving before the end of your lease term? Yes () No ()

Do you have auto payment set up with CoRental? Yes () No ()

CoRental is authorized per MCA 70-33-312 to show the Premises to prospects. CoRental will provide at the very least, 24-hour notice as required by the law to establish these appointments, unless otherwise authorized by Tenant(s) to make an appointment in less than 24-hours.



EXHIBIT C - CLEANING CHECKLIST

Following is a list of cleaning which is required upon vacating, to maximize your eligibility for security deposit refund. Tenant is responsible to meet this standard and have unit cleaned and in good repair, less normal wear and tear. Should the tenant not take care of their responsibilities the first time, or after the additional 24-hour window allowed by law, following initial inspection, only then will CoRental hire contractor to do the work and deduct from Tenant's security deposit.

The below information is a guide and may not be exhaustive, stating every single component of the furnishings/structures in your unit, being that CoRental manages a variety of properties, therefore, the expectation is that the entire Rental Premises is cleaned inside and out. Tenants are responsible for light bulbs, batteries, and to not leave residual cleaner on anything. Guidelines are inclusive of but are not limited to:

- **Cabinetry, Drawers, and Countertops** – will be thoroughly clean inside, outside, top, bottom, edge to edge, including hinges, drawer rails, and knobs, free of food, dust, stains, grease, hair, etc.
- **Refrigerator/Freezer** – will be thoroughly clean inside, outside, top, underneath, edge to edge, including removing drawers and shelving - taking apart to clean crevices, wiping door seals out, pulling appliance away from wall and components vacuumed well front and back, free of food, dust, stains, grease, hair, etc. Hard water mineral build up removed. Defrosted (Unplugged for 24 hours, towel up the water puddle). Plug back in and leave on a low setting minimum. Any filtration (water/air) must be within lifespan.
- **Range** – will be thoroughly clean inside, outside, top, underneath stove top (some lift up), edge to edge, including the feet. Remove racks before running self-clean cycle. Pull appliance away from wall to clean sides and underneath. It is normally easier and more effective to replace the drip pans with new. Appliance will be free of food, dust, grease, hair, etc.
- **Dishwasher** – will be thoroughly clean inside, outside, and underneath. Free of food, grease, hard water mineral build up, rust, organic growth, etc. Filters are clear and clean. Door should be left open for ventilation.
- **Sinks/Faucets>Showers/Tubs/Toilets/Mirrors** – will be thoroughly clean inside and out, all faucets, hoses, handles, stoppers, drains free of stains, rust, hard water mineral build up, organic growth, soap scum, stains, dirt, grease, food, hair, free of any obstructions, etc. Wipe dry when finished.
- **Exhaust Fan(s)/Microwave** – will be thoroughly clean inside and out, taken apart to vacuum and wipe, all filters removed and cleaned, free of food, dirt, grease, hair, etc.
- **Light Fixtures and Ceilings Fans** – will be thoroughly clean inside and out, taken apart and washed, free of dust, hair, grease, bugs, etc.
- **Light Bulbs/Batteries** – Light bulbs must be all working, otherwise replaced with like kind/quality/style and matching color/warmth. Smoke/CO detector(s), thermostat(s), remote(s), appliance(s) batteries must all be working, otherwise replaced with same size, and like kind/quality.
- **Windows/Exterior Doors and Casings/Screens/Window Coverings** – will be thoroughly clean inside and out, washed, including thresholds, tracks, glass, hinges, knobs, handles, locks, slats, cords, free of dirt, bugs, stains, organic growth, hair, hard water mineral build up, etc. Curtains/drapes must be freshly washed and properly hung.
- **Heating and Cooling** – will be thoroughly clean, free of dust, dirt, stains, etc. Covers removed to clean thoroughly. Filters washed or replaced with new as applicable.
- **Walls and Ceilings/Outlets and Switch Plate Covers** – will be thoroughly clean, free of cobwebs, food, dirt, dust, fingerprints, marks, smudges, etc. All nails, screws, anchors, and other mounting hardware/materials will be removed (including inside of the closets). Holes must be properly repaired with appropriate material and technique. Paint must be “touched up” in those areas with appropriate color/sheen and technique. If patching or painting is poor, it may have to be re-done by a professional at the cost of the Tenant(s).
- **Baseboards/Trim/Toe kicks/Door Casings/Bannisters** – will be thoroughly clean, washed/wiped, free of dirt, dust, stains, hair, etc.
- **Interior Doors/Closets** - Including hinges/tracks/rods/shelving/knobs/locks/handles will be thoroughly clean, washed/wiped, free of dirt, dust, stains, hair, etc.
- **Hard Floors** – will be thoroughly clean, vacuumed, edge to edge, free of food, dirt, dust, hair, film from cleaning product, etc. Scrubbing is likely required, as a basic mop of main areas is insufficient.

- **Carpeting** – will be thoroughly vacuumed, edge to edge, free of hair, dirt, etc. until no more debris is being collected in the canister. Afterwards, carpets will be steam cleaned by a licensed/bonded, professional carpet cleaning service which has a truck mounted system. When Tenant has had animals, authorized or unauthorized, no matter how long, it is required that there be an additional enzyme and deodorizing treatment. Should initial cleaning be insufficient, i.e. hair, stains, or foul odor left behind, CPMI reserves the right to have the carpet cleaning re-done by a contractor of CPMI’s choosing at the Tenant’s expense. Paid receipt required at the move out inspection (email is ok).
- **Hot Water** – Tank will be wiped clean on top. On demand systems must be descaled.
- **Washer/Dryer** – Washing machine will be thoroughly clean, free of soap, dirt, hair, etc. Door should be left open for ventilation. Dryer will be thoroughly clean and free of lint. All hoses and seals must be clean and secure. Underneath and all sides of both appliances must be clean.
- **Fireplace/Chimneys** – fireplace, pellet, or wood-burning stove chimney is required to be cleaned once a year, at minimum, at the expense of the Tenant. Proof must be provided to CPMI i.e. paid receipt. Must be free of dirt, debris, ashes, wood, etc.
- **Garage/Carport/Storage/Outbuildings** – will be swept, free of cobwebs, stains, holes patched, etc.
- **Yard/Porches** – All yard, landscaped beds, doorway/entrances, porches/patios, sidewalks, and driveway maintenance such as snow removal, mowing, weeding, raking, watering, and other routine exterior maintenance will be completed.
- **Personal Property and Trash** – All personal belongings and trash will be removed from the Rental Premises.
- **Other Utilities** – As applicable, things like water softener salt, propane, firewood will be refilled to the appropriate level, in accordance with the Rental Agreement.

Tenant’s reason for moving: _____

Tenant’s forwarding address: _____

Current phone (s) #: _____

SIGNATURES

Tenant: _____ Date: _____

Tenant: _____ Date: _____

Tenant: _____ Date: _____

Tenant: _____ Date: _____

CoRental Agent: _____ Date: _____

