



Property Management, Inc.

435 South. Main Street / P.O. Box 1894

Kalispell, MT 59903

(406) 752-5600

FAX (406) 752-5601

TENANT'S 30 DAY NOTICE TO VACATE

Tenant Name: _____

Rental Address: _____

Please be advised that I intend to terminate tenancy of the rental unit listed above on _____, which is 30 days from the date of this notice (it is necessary under Montana law to give your Landlord 30 days notice). I understand that I am responsible for the rent and utilities for 30 days from the date of this notice (MCA Section 70-24-441).

I plan to vacate the premises on _____ (Date).

I understand that refund of my security deposit in the amount of \$_____ will be made if I return all keys and have the cleaning done in accordance with the 24 hour cleaning notice and the CoRental cleaning sheet, the rent being paid in full and no damages being incurred other than normal wear and tear.

The premises shall be ready to rent on the last day of this notice except carpet cleaning and all keys shall be returned by the thirtieth day.

It is understood that upon termination of the tenancy, the Landlord will within 30 days deliver to me a written list of any deductions from the security deposit and payment of the balance due to me. If the security deposit is insufficient to satisfy the allowed deductions the Landlord may collect the deficiency from me. If there are no such deductions, the Landlord will return the deposit to me within ten (10) days after termination of the tenancy at the address listed below.

Reason for moving: _____.

Prorated Rent next month is: _____ /30 x _____ days = _____.

Tenant Signature: _____ Date _____

Tenant Signature: _____ Date _____

Tenant's forwarding address: _____

Current phone #: _____

☐ May be shown anytime

☐ 24 Hour notice

By: _____ Date _____

CoRental Property Management, Inc as Agent for the Owner



Property Management, Inc.

435 South Main Street, / P.O. Box 1894, Kalispell, MT 59903

WWW.CORENTAL.NET

(406) 752-5600 FAX (406) 752-5601

MOVE OUT ADDENDUM

I/We hereby certify that we agree to ALL of the following:

I/We understand we are giving a 30 day notice to move, and that I/We are responsible for rent for the entire 30 days after my (our) notice. I/We understand that my (our) deposit CANNOT be used for any unpaid rent, and I/We understand and agree to the amount owed.

I/We understand that we must keep the utilities in my (our) name until the end of our 30 day notice, and must not be taken out early. I/We understand that if the utilities are taken out of my (our) name early my (our) deposit will be charged the difference. I/We understand that we will continue to pay the utilities on time and current during my (our) 30 day notice.

I/We understand that we are required to give a forwarding address to CoRental Property Management, Inc. so my (our) deposit check can be forwarded after processing. If I/We do not give a forwarding address CoRental will forward the mail to the last known address (current address). I/We understand if

I/We cannot locate our deposit check, I/We understand that I/We are subject to a 50.00 stop payment fee that will be automatically deducted from my (our) check. Forwarding addresses shall be written on the 30 day notice form, and or on the 24 hour walk thru form. I/hereby certify that if I do not provide a forwarding address within 24 hours of the 24 hour walk thru that I/We hereby understand, and agree that the deposit check will be mailed to the subject move out property.

I/We understand and hereby certify that I/We have received the Required Cleaning for Deposit Return Checklist. I/We understand that we will clean the unit to the best of our abilities, and have certified the unit upon move in by the condition report. Regardless of conditions upon move in, the unit needs to be cleaned upon vacating the unit to the Required Cleaning Checklist.

I/We understand that after our walk thru CoRental Property Management, Inc. will send a cleaning contractor to verify all the items have been cleaned. I/We understand that the bill associated with the cleaning contractor will be deducted from my (our) deposit. I/We hereby agree if I/We damage the unit that we will be subject to repair bills from contractors that will be deducted from our deposit.

I/We hereby agree that we will turn our keys back in to CoRental Property Management, Inc. at or before the 24 hour walk thru. I/we hereby agree that if the keys are not turned in 24 hours AFTER our walk thru I/We hereby agree that we understand we will be charged a 75.00 per lock change fee. I/We hereby agree that the fee will be deducted from our deposit if necessary.

I/We hereby agree that the carpets must be cleaned with a truck mounted professional cleaning service.

Three companies that are NOT accepted by CoRental are: ChemDry, AAAA, and Rainbow.

I/We hereby agree to have the carpets cleaned and provide CoRental Property Management with a paid receipt at the move out inspection. I/We hereby agree if this is not done I/We understand that CoRental Property Management will order carpets to be cleaned by a professional and the charge will be deducted from my(our) deposit.

Tenant

Date

Tenant

Date

CoRental Property Management

Date Signed

Required Cleaning Checklist for Deposit Return

Following is a list of cleaning which is required upon vacating. This will be accomplished preferably by the tenant, or if necessary by the management with the cost being deducted from the tenant's security deposit. Each item on the Condition of Premises Report which was filled out at the time of possession should be in the same condition, normal wear and tear excepted.

- ☐ **Refrigerator** - The refrigerator will be pulled away from the wall and the area underneath cleaned. The refrigerator will be free of all stains, food particles, grease and dirt. The freezer will be defrosted. **PLEASE DO NOT UNPLUG. The refrigerator must be left on at a low setting.**
- ☐ **Stove** - The stove will be cleaned inside and out. It will be free of stains, food particles, grease and dirt. If the top of the stove lifts up be sure to raise it and clean underneath. Pull the stove out from the wall and clean under it if it is not built in. It is normally easiest to replace the drip pans and rings.
- ☐ **Exhaust Fan** - The exhaust fan over the stove will be cleaned. Remove the screen and clean it with warm, soapy water.
- ☐ **Kitchen Sink & Faucet** - The sink and faucet will be cleaned with a non-abrasive cleanser and wiped dry.
- ☐ **Cabinets & Closets** - Kitchen & bathroom cabinets will be cleaned inside and out. No particles will be left on the shelves. Closet shelves, floors, walls, doors, door tracks and rods will be cleaned and in good repair.
- ☐ **Bathroom** - The sink, toilet, bathtub, shower, medicine cabinet, mirrors and other bathroom fixtures will be thoroughly cleaned and left free of stains. CLR is recommended for hard water stains.
- ☐ **Light Fixtures** - All light fixtures will be thoroughly washed with warm, soapy water. Burned out or missing light bulbs will be replaced with 60-75 watt bulbs.
- ☐ **Smoke Alarm/Carbon Monoxide**- The smoke alarm will be left in working condition (change battery if necessary).
- ☐ **Floors** - Kitchen and bathroom floors will be stripped of old wax, scrubbed and mopped and left free of scuff marks. New wax will be applied to a clean floor.
- ☐ **Carpets** - All carpets will be steam cleaned by a professional carpet cleaning company **with a truck mounted unit**. A paid receipt for cleaning will be provided to Corental by the tenant. Do not use these companies ~ AAAA, Rainbow, or ChemDry.
- ☐ **Baseboards & Woodwork** - All baseboards & woodwork will be left in clean condition (wash or wipe as necessary).
- ☐ **Walls** - All nails and picture hangers will be removed from the walls. Walls will be clean and free of any marks, spots, food and nail holes (including inside the closets). When filling nail holes, do not use a putty knife to apply spackle. Instead, carefully fill just the hole with finger or Q-tip and wipe off any excess spackle with a clean cloth. Touch up paint maybe necessary.
- ☐ **Doors** - All doors will be wiped clean or washed inside and out if necessary.
- ☐ **Windows** – Windows, window trays, and window sills will be cleaned inside and out.
- ☐ **Window Coverings** – Curtain rods will be dust free and properly adjusted. Window shades, mini blinds, curtains and draperies will be clean, dust free and properly hung. **This is the most commonly missed item!!**
- ☐ **Furnace & Hot water Heater** – Furnace filters in forced air heating systems will be changed, as well as all vent covers removed and ducts vacuumed out. Top of water heater will be wiped off clean.
- ☐ **Trash** – All belongings and trash will be removed from the premises. No items to be left next to the garbage can or dump run will be charged.
- ☐ **Storage, parking and yard areas:** All storage, parking and yard areas will be clean of all trash and all belongings removed.

Note:

Tenant will be charged a damage fee if moving vehicle is driven on the lawn causing damage. Make appointment with the Corental office 48 hours in advance for an inspection. Please have copy of carpet cleaning receipt or orders on counter for walkthrough.