

MOVE-OUT PROCEDURES

CHECK-OUT TIME: Pursuant to your lease, check-out time is no later than 12:00 noon on the last day of the lease term.

WHAT TO DO PRIOR TO LEAVING

- ✓ **CLEANING:** Please use the "Cleaning Procedures" to assist in your cleaning check-out. You can find this document on our website, www.highlandpm.com. Just click on the FAQ's tab, it is listed under "Resident Documents".
- ✓ **REMOVAL OF ALL ITEMS:** If any personal items are left behind, you will be charged for the removal of the items plus the cost of storage.
- ✓ **UTILITIES:** All utilities must remain on and in your name until the termination date of your lease. DO NOT SHUT OFF YOUR POWER BEFORE MAY31!
 - **Avista** – 800.227.9187
 - **Pullman Disposal** – 509.334.1914
- ✓ **FORWARD ALL MAIL:** Be sure to have all mail forwarded to your new address. Please visit USPS.com to forward your mail with the post office.
- ✓ **GROUNDS CLEANUP:** CLEAN UP ALL GARBAGE/DEBRIS (including cigarette butts) OUTSIDE.
- ✓ **GARBAGE:** DO NOT LEAVE ANY GARBAGE inside/outside the unit or on the street. Your garbage must be removed by Pullman Disposal prior to vacating the premises. If your unit shares a dumpster, please place all garbage INSIDE of the container! NO FURNITURE allowed in dumpsters, subject to fines.

You must call Pullman Disposal @ 334-1914 to request a special garbage pickup date to coincide with the date you are checking out, please provide them with 24 Hours Notice to ensure pickup. (If you are vacating on a weekend you must schedule them to pickup garbage the first available day prior i.e., if you are vacating Saturday then you must schedule Pullman Disposal to pick-up all garbage on Friday).

You can call Palouse Treasures at 509.332.4060 if you have any unwanted furniture, clothes bicycles, etc. that you would like to donate. They will pick it up for free!

- ✓ **KEY RETURN:** All keys (including entry, mail, garage door...etc) and garage door openers must be turned into the office before 12PM – noon May 31st. Failure to do so will result in a lock change out charge (\$100 minimum per lockset). **DO NOT LEAVE YOUR KEYS IN THE UNIT.**

IF ALL KEYS ARE NOT DELIVERED TO OUR OFFICE by 12PM - noon the last day of your lease term, the "release of possession" of your unit is not complete until all keys have been turned in. Absent this key return, and a clear release of possession, rent charges may be assessed beyond your lease expiration on a month-to-month basis.

FINAL ACCOUNTING:

Your lease specifies that we will forward a final accounting of any charges against your security/damage deposit together with any refund due in 30 days following the lease end date. If there is any amount that your deposit did not cover, then this will be specified as a balance due is due upon receipt.

Your security/damage deposit was typically paid proportionally per the number of roommates in your household; however, per the terms of your lease, you are jointly and severally liable for any charges made against your total deposit amount. In other words, any individual amounts owed for unpaid rent, late charges, damages, etc., will be assessed against the collective deposit.

The remaining deposit balance will be mailed to the forwarding address specified for the Designated Lessee. ***Highland will verify your permanent address in the coming weeks. If Highland does not have a valid permanent address on record, please be aware that the final accounting statement and any deposit refund will be mailed to your last known address (which is your unit).***

The cost to reissue a check is \$40, and will not be waived under any circumstances.

THANK-YOU FOR CHOOSING TO RENT FROM HIGHLAND PROPERTY MANAGEMENT.