

MOVE OUT GUIDELINES

At Feel Good Property Management we value transparency and simplicity. We are providing these move out guidelines as a courtesy to our renters and property owners to make this process as clear and easy as possible.

It is our goal to provide you with as much as possible of your security deposit back! In order to help us do that, please review and cooperate with all the guidelines in this document. When the move out process is complete and you return possession back to us, we will mail a check to you within 21 days by state law.

Cleaning

- Prior to your move in, your home was cleaned. Therefore, upon move out your rental must be thoroughly cleaned.
- We recommend you hire a professional cleaner instead of attempting to clean yourself. We suggest this because, often times, individual renters are unable to match the quality of a professionally cleaned rental.
- If you attempt to clean the property yourself, but it is not satisfactory, we will hire a professional cleaning company. The cost of the cleaning company will be removed from your deposit.
- The cleaning requirements are outlined below:
 - General
 - Remove all of your personal property including satellite dishes, barbecues, trash, etc.
 - Dust all surfaces.
 - Remove smudges and dirt from all doors, trim, and woodwork.
 - Clean all outlets and switches.
 - Sweep and clean all floors with appropriate cleaning method and materials.
 - Clean the grills on all vents and fans including bathroom fans.
 - Clean all windows including all window tracks and sills.
 - Clean all doors including door tracks (vacuum and wipe down to remove all dirt and dust).
 - Clean drapes and blinds so they are free from dust.
 - Sweep outside patios and walkways.
 - Clean all closets including tracks and all shelves.
 - Replace filters.
 - Replace all bulbs that are not working.
 - Return all keys and miscellaneous property (including garage door remotes, fan remotes, parking passes, mail keys, pool FOBs, etc.)
 - Bathrooms
 - Sinks, faucets, fixtures, countertops, and toilets must be thoroughly cleaned with the correct cleaning products.
 - Remove products from medicine cabinet and drawers. Remove dirt and wipe down all surfaces until clean.
 - Baths and tubs must be cleaned thoroughly with the correct cleaning products. Clean the tub, tiles, tracks, enclosure, etc.
 - Clean all mirrors to be streak free.
 - Clean walls, floors, and baseboards.

- Clean caulking around shower / tub.
- Kitchen
 - Clean all faucet and fixtures.
 - Clean oven:
 - Door (inside and out)
 - Inside of oven
 - Top and front of oven
 - Clean oven drip pans and coverings.
 - Clean underneath burners and clean the pan of the broiler.
 - Clean the exhaust fan, hood, and filter.
 - Remove everything from fridge and freezer. Clean all compartments thoroughly.
 - Clean exterior of fridge. Clean behind and underneath fridge.
 - Clean walls, ceilings, and baseboards.
 - Clean all cabinets, drawers, countertops, etc.
- Note: These are general examples of the professional level cleaning that must be done. It may not be all inclusive of all items that should be cleaned, especially considering that each property is unique.
- Carpet Cleaning:
 - Carpets are difficult to clean without the correct equipment. Therefore we require that carpets be cleaned professionally. No exceptions. If you do not want to secure professional carpet cleaning services, Feel Good Property Management will arrange services for you and deduct the cost of services from your deposit.
 - Cleaning must be done AFTER all items have been removed from house. Ideally this is the last thing that is cleaned in the home.
 - Carpets must be cleaned by truck-mounted carpet cleaner. The renter pays for cleaning.
 - Renter must provide receipt of cleaning to management within 10 days of move out for credit.
 - Note: Even though carpets are professionally cleaned, there may be heavy staining and damage to the carpet that cannot be fixed. For example lingering smell from pets, etc. If these stains or odors are not from normal wear and tear you may still be charged for additional cleaning and/or replacement of carpet.

Repairs

- Broken items must be fixed and repaired. Feel Good Property Management can coordinate repairs but tenants must report these issues to us. Please contact us to schedule and receive approval for repairs.

Painting

- Do not patch holes or paint without approval from Feel Good Property Management.
- If painting is required we always prefer to work with an interior painting professional.
- Touch ups are not allowed and we always paint the entire wall. This is because touch ups often change color over time differently than the other parts of the wall. This causes them to stand out significantly.
- Paint will be required for areas that are damaged beyond normal wear and tear.

Other Notes and Remarks

- You can request an inspection prior to move out if desired. We can identify what is needed in order to get as much of your deposit back as possible. You can request this optional inspection if you desire by contacting us two weeks prior to move out and giving us one week to schedule it.
- **Security deposits are written to all tenants that are on the lease.** If you want the check to be made out to a single person, please obtain a notarized document that states that you are releasing your interest in the deposit and the person you are releasing the security deposit to (name of another person on lease).
- A security deposit cannot be used as a replacement for rent for your last month.
- Feel Good Property Management does not do a final review and walk through with departing tenants.
- Drop off all keys, remotes, FOBs, parking tags, etc. to one of our property managers. **Rent will accrue until you turn over legal possession and return ALL the keys** and miscellaneous openers and passes.
- **Please leave us with your forwarding address.** Send your forwarding address to info@feelgoodpm.com. We will use this address to delivery your deposit. If you do not provide a forwarding address we will send the check to the address on the original lease.
- Leave all utilities on until you return all requirements to property manager. Notify us if you plan on turning off utilities early.
- Please go to USPS.com and sign up for mail forwarding. We are not responsible for forwarding any email after you move out.
- Call the cable company to schedule cancellation of phone and cable / satellite. For satellites, ensure you contact the providing company to professionally remove satellite. Repair any holes from the satellite install and remove any leftover equipment and cables.

Thank you very much for working with us to make this transaction as easy as possible. In addition, thank you for taking the time to read and consider all these guidelines. We have provided them for you in order to increase transparency and make this process simple. If you have questions please contact our office at 760.814.9878 or email us at info@feelgoodpm.com.

Sincerely,

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