

## WHAT TO EXPECT WHEN MOVING OUT

### When to give notice that you are vacating the house or apartment

Month to month - **RCW 59.18.200**

- If you are on a month to month agreement, you must give your landlord 20 days written notice before the end of the rental period (or 21 days before rent is due).
- If you mail the notice, be sure you allow sufficient time for delivery by mail.
- The 20 days begins after the notice is delivered or postmarked date.
- Example of dates: If your rent is due on March 1st, the landlord must receive your written notice on or before February 7th.
- Be sure to keep a copy for your records.

Term rental agreement - **RCW 59.18.220**

- If you are on a rental agreement, your tenancy usually ends when that period is over.
- You should check your lease to see if notice is required.
- Talk to your landlord to negotiate a new agreement if you wish to stay or renew your lease agreement.

### If you leave before end of rental agreement

- If you break your lease or fail to give proper notice, you could be responsible for additional rent and other related costs. **RCW 59.18.310**
- If the landlord is unable to re-lease the property before the end of your term, you will be responsible for the entire amount of rent, costs and upkeep of the property (including utilities). In the event the landlord is successful in re-leasing the property at a fair rental price, you would be liable for all rent from the time of your breach to the beginning of the new agreement and any difference in the new rental amount. You will also be responsible for the landlord's costs in re-leasing the property, together with any statutory court costs and attorney's fees.
- Maintain Lease break fee equal to 1 months rent.



\*Applies only to properties managed by WPM/Lori Gill & Associates

### You cannot deduct security deposit for last month's rent

- Your security deposit is to protect the landlord from any damages or unpaid utilities.
- Deposits may not be "applied" to the last month's rent.
- Deposits do not apply to normal wear and tear.

### Comply with rental agreement

**Checklist:** This handout includes a checklist for vacating.

**Cleaning:** You are required to leave the property in the same condition as it was received, other than normal wear and tear. If the property was professionally cleaned at move in, that is the standard that you will be held to at move out.

### Your forwarding address and other related steps:

- Be sure to leave a forwarding address (including email address and phone number) with your landlord. The landlord will mail the accounting for your deposit to your last known address (that would be the one you are vacating) and it will be up to the Post Office to forward that important mail along to you!
- Contact your utilities to notify them of your move out date, but do not have the utilities disconnected. In the event that you are vacating early, you are still responsible for utilities through the end of your lease term or until a new tenant occupies the property.

### After you move out

Accounting of deposit and refund:

- Once your tenancy concludes, you are entitled to receive an accounting of the deposit "together with any refund due." **RCW 59.18.280**
- Keep in mind that the accounting statement from the landlord can show where they have withheld refunding monies to you based on their best estimates. For instance, if you have been paying a utility company directly, you will need to be sure you arrange for and pay the "final" bill in a timely manner. Until the landlord has evidence that the "final" bill is paid in full, they are entitled to hold back from your refund the estimate of what that bill might be. **\*WPM will most likely pay your final water bill out of your security deposit.**
- The preliminary accounting statement must be mailed to your last known address (remember to leave a forwarding address) within the current time frame established by Washington State Landlord Tenant Law following your vacating of the premises. Final accounting statements are typically sent out 45-60 days after move out. This will vary depending on the time it takes to complete any repairs and receipt of final bills (including utility bills if applicable).

### DAMAGE VS. NORMAL WEAR & TEAR

Please keep in mind that this is an incomplete list and is only meant to aid the tenant between the differences in damages and wear and tear.

Wear & Tear	Damages
Worn out keys	Lost Keys
Loose hinges/handles	Damage to the door from forced entry
Carpet seam unglued	Rust/oil stains on carpet
Linoleum worn thin	Linoleum with tears/holes
Stain on ceiling from rain/bad plumbing	Stain on ceiling from over-flowing bathtub
Faded, chipped, cracked paint	Unapproved, bad tenant paint job
Balky drapery rod	Broken drapery rod
Heat blistered blinds	Blinds with bent slats
Sticky window	Broken window
Toilet runs/wobbles	Broken toilet seat/tank top
Closet bi-fold door off track	Damaged/missing bi-fold door

Wear & Tear	Damages
Loose/stubborn locks	Broken/missing locks
Worn/dirty carpeting	Torn, stained, burned carpeting
Scuffed wood floors	Badly scratched/gouged wood floors
Worn countertop	Burns/cuts on countertop
Plaster cracks from settling	Holes in walls (from carelessness)
Loose wallpaper	Ripped or marked up wallpaper
Faded curtains	Torn or missing curtains/drapes
Dirty window or door screens	Torn or missing screens
Loose or inoperable faucet handle	Broken/missing faucet handle
Urine odor around toilet	Urine/pet odor throughout unit
Musty odor in basement	Odors from pets, cooking, Smoke, etc.

The following list will assist you in your responsibilities upon vacating the premises.

1. All appliances must be cleaned inside and out, including range drip pans/rings, all storage bins inside the refrigerator and freezer, washer and dryer. Leave the refrigerator on.
2. Floors must be properly cleaned.
3. All sinks, toilets, bathtubs and showers are to be thoroughly cleaned, including any glass door tracks; old shower curtain liners are to be removed; mirrors cleaned. Clean all outlet and switch plate covers.
4. Clean windows, window tracks, windowsills and window blinds or coverings
5. Dust all cobwebs from ceilings and light fixtures. Replace any missing or burned out light bulbs.
6. Clean heat fan and cold air return vents.
7. Sweep deck, patios, sidewalks, garage and driveway.
8. All cabinets and drawers must be cleaned inside; all cabinet doors and drawer faces must be cleaned; all countertops must be cleaned.
9. Have the carpets professionally cleaned and if you have had pets, have carpets professionally deodorized and leave the receipts.
10. Clean out fireplace and hearth, woodstove if applicable.
11. Clean any other areas that require attention, removing all of your belongings from the property.
12. Remove all garbage from premises.
13. Do not attempt to spackle or touch up paint any holes made in walls. Attempting to do this on your own will likely increase the cost to you for proper repair.
14. The lawn must be mowed and all flower beds cleaned of weeds and leaves.
15. Remove any pet feces from the property.
16. Secure the home and leave your keys, garage door openers, forwarding address, email address and phone number on the kitchen counter **\*or with your property manager.**

\*Applies only to properties managed by WPM/LGA

We strongly suggest the use of professional cleaners upon your move out to ensure that standards of quality are met, and this will reduce the chance of Owner/Agent being required to send cleaners and charge your deposit.

This list is meant to assist you in your move-out and is not necessarily a complete list. Please call your property manager or landlord if you have any questions or are unsure as to any of the above items. We will do our best to make your move-out go as smoothly as possible. Thank you!



700 112<sup>th</sup> Avenue NE Suite 203 | Bellevue, WA 98004  
O: 425.455.5515 | F: 425.242.5226 | [www.wpmnorthwest.com](http://www.wpmnorthwest.com)