



# CEDAR VILLAS

www.cedarcvillas.net

P.O. Box 18205

Missoula, Montana 59808

(406) 721-5188

**Date:**

**To:** Apartment #:

**From:** Chris Thomas, Property Manager CEDAR VILLAS, LLP

**Re:** Tips to make your move out easier.

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The following are tips to make your move-out as smooth as possible, and to receive the maximum amount of your security deposit back.

- 1) You have given the Manager 30-days Notice in writing to vacate the unit. Your security deposit cannot be used for rent. You must pay \$ \_\_\_\_\_ for the \_\_\_\_\_ remaining days for your 30 day notice. This amount is due on the 4th of \_\_\_\_\_ at 5:00 pm. Please note that you may be responsible for the early lease cancelation fee. Contact the manager for details.
- 2) You must be completely out of your unit on the \_\_\_\_\_.
- 3) Contact the manager on how you want to go about Carpet Cleaning, 2 weeks prior to moving out. 721-5188
  - a. We hire a professional and take the cost out of your security deposit.
  - b. We use Fred's Carpet Calvary and charge you \$ \_\_\_\_\_
  - c. Or You hire a professional and pay for it yourself.
- 4) Contact the Manager and schedule a check-out date and time. At least two weeks in advance. 721-5188.
- 5) Vacate the Unit.
  - a. Take **all** of your belonging to their new home. (Look in drawers, cabinets, closets, etc.)
  - b. DO NOT PATCH &/or FILL ANY HOLES. Please discuss with the manager.
- 6) Cleaning the Unit. (Suggested cleaning tips to receive all of your Security Deposit.) Please understand that this process will take more than just a few hours. This must be a very detailed cleaning, including corners, wiping down walls, scrubbing tubs and floors, etc. Please follow the below and if you have any questions please don't hesitate to call the manager.
  - a. Vacuum, Sweep, Mop
  - b. Clean Windows, inside and out.
  - c. Clean Toilets, Mirrors, Tubs, Counters, Cabinets, baseboard in bathroom.
  - d. Clean Kitchen Appliances, fridge, freezer, stove-top, oven & dishwasher. Both inside and out. The refrigerator is on wheels and is easy to pull away from the wall. Also open the oven and slightly pull the unit away from the wall. Vacuum, mop and scrub behind oven. Be sure you wipe down all sides of the units. Front, back and sides.
  - e. When self cleaning the oven, please remove the racks. When completed you are still responsible to clean out the left over's. (Suggested cleaner: Oven-off)
  - f. Clean and vacuum all kitchen cabinets and drawers

- g. Remove all nails from walls; Wash walls & doors with wet rag. Do not paint &/or patch with our prior discussion with manager.
- h. Clean out washer and dryer; vacuum and dust in your Utility closet. Be sure to clean around the water heater.
- i. Replace Grease catchers on the stove if needed.
- j. Sweep patio/deck and storage closet.

It is *extremely important* that you leave your unit clean on move out so we can have a quick and painless turnaround for all who are involved. If we have to do any cleaning in your unit you will be charged \$35.00 an hour.

If you have any questions about this please feel free to contact me at 721-5188.

Thanks

Chris Thomas  
Property Manager



# THE CEDAR VILLAS

## Landlord - Tenant Condition of Premises on Checkout

**LANDLORD:** Cedar Villas, LLP – P.O. Box 18205, Missoula, Montana, 59808; 406-721-5188.

**TENANTS:** \_\_\_\_\_

**PREMISES LOCATED AT:** Unit #: \_\_\_\_\_, 1520 North Russell, Missoula, Montana 59802

You are hereby notified that the following items are not clean and/or damaged. By law the tenant is allowed 24 hours to complete any additional cleaning. Please clean the items checked on the next page to avoid deductions from your security deposit.

\_\_\_\_\_  
TENANT                                      DATE                                      TENANT                                      DATE

\_\_\_\_\_  
TENANT                                      DATE                                      TENANT                                      DATE

\_\_\_\_\_  
CEDAR VILLAS, LLP -- On-Site Manager

\_\_\_\_\_  
DATE OF CHECKOUT

The premises must be returned to the condition they were in at the time of renting. Under Montana Law (R.C.M. s42-203) you have TWENTY-FOUR (24) hours in which to complete this cleaning or Landlord may deduct the cost of such cleaning from your security deposit.

**FORWARDING ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





# CEDAR VILLAS

1520 North Russel, Missoula, Montana 59801

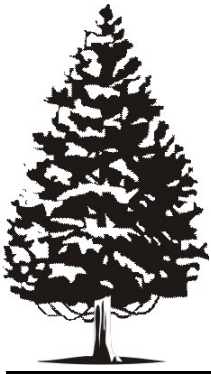


TYPE: \_\_\_\_\_ DATE: \_\_\_\_\_

MOVE-IN  
 CHECKOUT  
 ANNUAL INSPECTION

Area / Item	Rating	Notes	Area / Item	Rating	Notes
<b>Exterior</b>			<b>Hallway</b>		
Exterior Storage Walls	G F P		Walls (paint or holes)	G F P	
Exterior Storage Ceiling	G F P		Ceilings / Cobwebs	G F P	
Exterior Storage Door	G F P		Floors / Carpet	G F P	
Front Entry Way Door	G F P		Edges / Baseboard	G F P	
<b>Entry Way</b>			Smoke Detector	G F P	
Floor	G F P		Light Fixtures / Bulbs	G F P	
Closet Door	G F P		Light Switches / Outlets	G F P	
Closet Walls	G F P		<b>Utility Room</b>		
Light Switches	G F P		Door	G F P	
<b>Kitchen</b>			Washer Hook-up	G F P	
Walls (paint or holes)	G F P		Dryer Hook-up	G F P	
Ceilings / Cobwebs	G F P		Stacked Washer / Dryer	G F P	
Light Fixtures / Bulbs	G F P		Walls (paint or holes)	G F P	
Light Switches / Outlets	G F P		Ceilings / Cobwebs	G F P	
Floor	G F P		Floors / Carpet	G F P	
Edges / Baseboard	G F P		Light Fixtures / Bulbs	G F P	
Baseboard Heaters	G F P		Light Switches / Outlets	G F P	
Sink & Faucet	G F P		Shelves / Cupboards	G F P	
Garbage Disposal	G F P		<b>Main Bathroom</b>		
Dishwasher	G F P		Walls (paint or holes)	G F P	
Range / Oven - iterior	G F P		Ceilings / Moisture	G F P	
Exhaust Fan / Bulb	G F P		Door	G F P	
Refrigerator - Inside & Out	G F P		Floors / Carpet	G F P	
Cupboards - Inside Drawers	G F P		Edges / Baseboard	G F P	
Countertops	G F P		Baseboard Heaters / Vent	G F P	
Other	G F P		Light Fixtures / Bulbs	G F P	
<b>Living Room</b>			Light Switches / Outlets	G F P	
Walls (paint or holes)	G F P		Exhaust Fan / Bulb	G F P	
Ceilings / Cobwebs	G F P		Mirror / Medicine Cabinet	G F P	
Window / Screens	G F P		Cupboards - Inside Drawers	G F P	
Edges / Baseboard	G F P		Sink & Faucet	G F P	
Baseboard Heaters	G F P		Screens in Faucet	G F P	
Curtains / Drapes / Blinds	G F P		Bathtub / Shower Walls	G F P	
Light Fixtures / Bulbs	G F P		Tub Faucet & Caulking	G F P	
Light Switches / Outlets	G F P		Shower Doors or Rod	G F P	
Floor & Carpet	G F P		Towel Bars	G F P	
Other	G F P		Toilet - Inside & Outside	G F P	
			Other	G F P	

Area / Item	Rating	Notes	Area / Item	Rating	Notes
<b>Small Bedroom</b>			<b>Master Bedroom</b>		
Walls (paint or holes)	G F P		Walls (paint or holes)	G F P	
Ceilings / Cobwebs	G F P		Ceilings / Cobwebs	G F P	
Door	G F P		Door	G F P	
Window / Screens	G F P		Window / Screens	G F P	
Curtains / Drapes / Blinds	G F P		Curtains / Drapes / Blinds	G F P	
Light Fixtures / Bulbs	G F P		Light Fixtures / Bulbs	G F P	
Light Switches / Outlets	G F P		Light Switches / Outlets	G F P	
Floors / Carpet	G F P		Floors / Carpet	G F P	
Edges / Baseboard	G F P		Edges / Baseboard	G F P	
Baseboard Heaters	G F P		Baseboard Heaters	G F P	
Closets / Closet Door	G F P		Closets / Closet Door	G F P	
Closet Walls	G F P		Closet Walls	G F P	
Closet Ceiling	G F P		Closet Ceiling	G F P	
Smoke Detector	G F P		Smoke Detector	G F P	
			<b>Master Bathroom</b>		
			Walls (paint or holes)	G F P	
			Ceilings / Moisture	G F P	
			Door	G F P	
			Floors / Carpet	G F P	
			Edges / Baseboard	G F P	
			Baseboard Heaters / Vent	G F P	
			Light Fixtures / Bulbs	G F P	
			Light Switches / Outlets	G F P	
			Exhaust Fan / Bulb	G F P	
			Mirror / Medicine Cabinet	G F P	
			Cupboards - Inside Drawers	G F P	
			Sink & Faucet	G F P	
			Screens in Faucet	G F P	
			Bathtub / Shower Walls	G F P	
			Tub Faucet & Caulking	G F P	
			Shower Doors or Rod	G F P	
			Towel Bars	G F P	
			Toilet - Inside & Outside	G F P	
			Other	G F P	



# THE CEDAR VILLAS

1520 North Russell, Missoula, Montana 59808

Landlord: Chris Thomas

Mailing Address: P.O. Box 18205, Missoula, Montana 59808

(406) 721-5188

## NOTICE OF CLEANING REQUIRED FOR RETURN OF SECURITY DEPOSIT

Date: \_\_\_\_\_

Time: \_\_\_\_\_

To Tenant in Possession: \_\_\_\_\_

Regarding Rental Premises at: 1520 N. Russell # \_\_\_\_\_, Missoula, Montana 59808.

You are hereby notified that the following items of cleaning had not been completed by you at the time of our inspection and must be remedied by you at your expense to avoid deduction of the cost of said cleaning from your security deposit.

Cleaning: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Montana Law allows you TWENTY-FOUR (24) hours in which to complete the cleaning noted above. If such cleaning is not made within the time period then the Landlord/Agent may deduct the cost of cleaning from your security deposit.

You are further notified that the following items have been damaged during the term of your tenancy.

Damages: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- If this box is checked the Landlord/Agent is allowing you TWENTY-FOUR (24) hours in which to effect repair or replacement of all the damaged items noted above. If such items are not appropriately repaired, bringing such items into the condition they were at the beginning of your tenancy, normal wear and tear accepted, or replaced the Landlord/Agent may deduct the cost of such repairs or replacement from your security deposit.
- If this box is checked, the Landlord/Agent is only providing you notice of the damages described above and is not asking you to repair or replace the damaged items. The Landlord/Agent will affect repair or replacement of all the damages noted above and will deduct the cost of such such repairs from your security deposit.

\_\_\_\_\_  
Landlord / Agent

**CERTIFICATE OF SERVICE**

I hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ I served \_\_\_\_\_ (Tenants Names) a true and correct copy of the forgoing by:

- U. S. Mail (Entry can occur four days (96hrs) after the date and time of mailing.)
- Certified Mail (Entry can occur four days (96hrs) after the date and time of mailing.)
- Hand-Delivery (Entry can occur twenty-four (24) hrs. after the Tenant's receipt of this notice)
- Other \_\_\_\_\_

\_\_\_\_\_  
Landlord / Agent