



What we need from you:

- Forwarding Address
- Utility Closing Statement from Northwestern Energy
- Professional Carpet Cleaning Receipt
- Keys or Key Fobs (returned to Luna Office)

1

Please complete a pre-move-out inspection within five days of providing notice to vacate. A link will be sent from RentCheck to be completed via smart phone.

2

Close out utility accounts and stop auto payments on your tenant portal, as of the lease end date. Proof of final payment for utilities must be provided to Luna.

3

Carpets must be professionally cleaned from a truck-mounted unit, and a receipt must be provided to Luna. Carpets must be black-lighted if you have pets at the property. This inspection must be noted on the cleaning receipt. **Mountain Country Carpet Care 406-581-0002 bozemanbestcarpetcleaning.com**

4

Return all keys, fobs & parking passes to Luna offices at 605 W. Peach Street, Suite 201. Garage door openers are left at the property on the kitchen counter.

5

Cleaning - make sure and follow our tenant cleaning checklist. Don't forget to pick up after your pets and ensure exterior responsibilities have been tended to, lawn care, and snow removal as per lease.

Remove all personal items. Any large items left behind, you will be charged \$100 plus labor for removal, per large item

6

The move-out inspection will be scheduled. If all the items on the checklist have not been completed, you will receive a 24-hour notice to complete the checklist. Please be reminded that in order to avoid additional costs, your unit needs to be thoroughly cleaned. **There is a \$35 charge for re-inspections.**

7

Final notes - for any cleaning and damages charged, a **20% handling fee** is applied. Security Deposits are returned in 10 days without deductions and 30 days with deductions. We can return electronically, by mail, or hold for pick-up at the office. Please let us know which method you prefer. **Don't forget that LACHEL offers move-out support through its benefits package. Please call 406-641-7069 to ask how they can help.**



Abandoned Personal Property Notice

In accordance with Montana Code Annotated 70-24-430:

If you leave personal property at the rented property after the termination of your tenancy, Luna Properties will remove the abandoned property from the premises after at least 48 hours have elapsed from the time of the move-out. We will immediately dispose of anything determined to be hazardous, perishable, or valueless.

If any items considered valuable are left, they will be inventoried and stored. You will be notified in writing with a letter sent to your forwarding address or last known address that the items will be disposed of not less than ten days after the letter was mailed. If the tenant(s) does not notify the landlord prior to the date specified in the letter, indicating that the items will be retrieved, then the items will be disposed of accordingly.

Forwarding Address

Tenant #1

Tenant #2

Tenant #3

Tenant #4

PLEASE CLEAN
THOROUGHLY TO
AVOID
ADDITIONAL
COSTS



TENANT CLEANING CHECKLIST

AREA	CLEANING TO BE COMPLETED	DONE
KITCHEN	Cupboards and drawers: Clean all areas inside & out and top, handles, shelving, both sides of doors and drawer fronts	
	Pantry: Wipe down shelves, Clean floor and baseboards, trim, walls	
	Refrigerator/Freezer: Clean all aspects of front, top, back, and sides and seals (free of ALL food, crumbs, dust and smears); Roll out to clean floor beneath; refrigerator vent (located at the bottom of the refrigerator, comes off)	
	Dishwasher: Clean inside and out, drain area, edges, control panel	
	Oven: -Stovetop: nobs and under all nobs (nobs come off, most stove tops lift up); REPLACE DRIP PANS -Inside of oven: including racks and broiler pan; Remove food, debris, streaks, ash -Hood (top and underneath free of all grease, food, etc.); Replace filter screen and light bulb if necessary - Clean drawer beneath. Drawer comes out, clean floor underneath	
	Microwave: inside; door; control panel	
	Floor (free of all food particles and grease); toekick area; baseboard	
	Countertops and back splashes	
	Sink: fixtures; basin	
	Windows: Glass, tracks, casing and window covering	
BATHROOMS	Toilet all aspects: bowl, including under the rim (use pumice stone if necessary for hard water build up); toilet seat and lid (both sides); and outside of toilet (especially around screws)	
	Countertops Cupboards and Drawers: inside and outside of all and doors	
	Light fixtures (inside and out of globes) and bathroom fans	
	Ceiling and walls should be free of all water/mold spots; dust etc	
	Mirrors (free of streaks)	
	Sink: basin; fixtures, stopper, backsplash	
	Floors: (especially around toilet); baseboards and trim	
	Tub/shower: walls, fixtures	
Windows: Glass, tracks, casing and window covering		
LAUNDRY ROOM	Washer and Dryer: pull out and clean beneath both; clean all aspects of both appliances: inside washer (free of soap and dirt), washer lid and dryer door; lint screen	
	All cupboards, drawers, and shelves	
	Hook up areas, if needed	
	Walls, ceilings, doors, trim	
	Windows: Glass, tracks, casing and window covering	
	Light fixtures and fans (all aspects inside and out)	

BEDROOMS	Light fixtures and fans: all aspects	
	Walls, trim, doors and ceilings: smudges, cobwebs, dust, fingerprints	
	Windows: glass, tracks, casing and window coverings	
	Closets doors and shelving, doors	
	Shelves, drawers, cupboards, and ledges	
	Switchplates, outlet covers	
GENERAL CLEANING NEEDED THROUGHOUT	ALL switch plates and outlet covers, door handles	
	ALL light fixtures	
	ALL doors, door frame, casing and trim (both sides and edges); including sliding glass doors	
	ALL baseboards, ledges, and moldings; baseboard heaters	
	ALL windows: casing, and sills (including top), screens, glass, window coverings	
	ALL walls (free of finger prints, dirt, water spots, etc.)	
	ALL blinds/window coverings and ceiling fans all aspects	
	ALL floors: sweep and mop hard floors; vacuum all carpets	
	ALL hallways/stairwells (handrails, steps, and walls)	
GARAGE, SUNROOM, MUDROOM	Sweep floor, remove any oil spots	
	Remove all cobwebs	
	Remove all garbage and possessions	
	Clean windows: screens, glass, tracks, casing, and window coverings	
	Walls, light switches, garage door remotes; buttons	
MISCELLANEOUS	Hot tub: inside, outside, balance chemicals, clean cover	
	Lawn mower, including under mowing deck	
	Any Furnished items noted at your move in	
	Clean fireplace of all debris, ash and dust	
YARD, EXTERIOR	Mow and edge lawns, yard condition	
	Remove all personal belongings	
	Pull weeds from flowerbeds	
	Pick up all pet waste	
	Pick up and dispose of trash around property	
	Make sure driveway is free of oil spots, trash, debris	

20% Handling fee applied to all cleaning or damage costs at move out.

*Make sure to use appropriate cleaning agents for the surface that you are trying to clean.

*Do not leave any garbage or belongings behind on the property or on the street curb. You will be charged to have left behind items hauled away.

*Carpets must be cleaned by a professional truck mounted carpet cleaning company. You must provide receipt. Carpet Cleaning must be done within 2 weeks of scheduled move out.

If you have an animal in the home: Carpets must also be blacklit and spot treated, which must be noted on vendor's receipt.