** Iron Eagle Property Management**

 **7215 W. Franklin Road**

 **Boise, Idaho 83709**

 **Move-Out Process**

Please read the following document carefully. If you have any further questions, please do not hesitate to reach out to a member of management.

**30-DAY WRITTEN NOTICE IS REQUIRED (PLEASE SEE ATTACHED FORM)**

A 30-day written notice is required in order to vacate. Delivery of the 30-day notice can be made by email, mail or dropped off at the office.

* Resident is responsible for rent for the full (30) days of your notice period.
* Pro-rated rent for your last month is calculated by taking your monthly rental amount times the number of days left in your 30-day notice.
	+ Example: If notice is given on the 15th of August use the following math equation below to figure out the approximate pro-rated rent for the month of September.
	+ Pro-rated rent calculation: $950/30 days\*15 days = $475.05. Change base number to 31 if there is 31 days in the month.
* Pro-rated rent is still due on the 1st, no later than the 5th. A $50 late fee will be assessed if rent is not paid by the end of the day on the 5th.

**PREPAIRING FOR MOVE-OUT**

We expect the apartment to be returned in the same condition as it was presented at move-in. The condition report that was filled out at the time of move-in will be assessed and taken into consideration when assessing charges.

* **CARPET CLEANING** – Carpets must be cleaned by a professional truck mounted system and a receipt must be provided at the time of walk through. Renting a carpet cleaner is not considered professional cleaning. Carpet cleaning may be done prior to your departure by a vendor of your choosing or by management after your departure and deducted from your security deposit. Please find the attached move-out cost estimate sheet for more information regarding cleaning costs.
* **GENERAL CLEANING** – Typically some degree of professional cleaning is needed to get your apartment back to move-in ready condition. Getting your apartment as clean as possible and following the cleaning list provided can save you money on your security deposit.
* **OTHER CHARGES** – Any damages to the unit beyond normal wear and tear by the State of Idaho will be charged and deducted from your security deposit. Large items including but not limited to: furniture, moving boxes, workout equipment, televisions, play equipment, etc. THESE ITEMS ARE NOT TO BE THROWN IN OR AROUND GARBAGES OR DUMPSTERS. All charges associated with removal will be deducted from your security deposit.
* **UNPAID UTILITY BILLS** – If utility bills are not paid in full and/or have a past due balance at the time of your departure, the total amount due will be deducted from your security deposit.