



Showing Instructions and Move-Out Procedures

Showing Instructions:

Your lease agreement authorizes CanDo! Property Management to show the property for rent the last 30 days of your lease. We may place a sign in the yard, and place a key box on the property to begin showing the property to prospective tenants.

YOU DO NOT HAVE TO BE PRESENT AT TIME OF SHOWING!

A key box is a locked container in which a key to the property is placed. The key box can be opened with a special combination specific only to that particular key box, with the codes guarded by our staff and our security measures.

You may withdraw your authorization to allow a key box on the property by providing written notice to CanDo! Property Management and by paying the Landlord a fee of One (1) month's rent as consideration for the withdrawal. We will then remove the key box after receipt of the notice is received, along with the required fee. Removal of the key box does not alleviate your obligation to make the property available for showings.

CanDo! Property Management may still show the property at reasonable times to prospective tenants with proper 24-hour notice. Tenant understands that failure to allow for reasonable showings as well as not keeping the Property "showable", can constitute default of the lease, and the security deposit, in its entirety, may be forfeited for this reason.

We will notify you of showings and the approximate time we will be showing it. We will give you a courtesy call to inform you of each showing. A courtesy call means that we will give you a call but if we cannot contact you, the representative will still show the property. We will call the phone number that you have on file with the office to notify you of the approximate time when we will be showing the property. If you would like us to contact you at another number, please call us immediately so we can properly notate it in our records. We will record if you deny or cancel showings. If there is a security system, call our office to confirm that we have the correct security code.

The Lease Agreement also requires you to secure your pets or remove them from the property if they would interfere or prohibit showings.

Tenants will be charged trip charges or even lose their entire deposit if they prevent or prohibit showings. Do not allow any prospective residents in your home unless they are accompanied by a representative of CanDo! Property Management. If they show up unaccompanied by an representative - refer them to our office to make arrangements to see the property. If you have any questions call our office. 208-524-6653.

Move Out Procedures

Now that you are moving out, your lease agreement requires that you leave the property in a clean and undamaged condition. We have every intention of returning your security deposit as long as you have fulfilled your agreement with us. The following information is provided to help you get your security deposit returned without any misunderstandings:

1. According to the terms of your lease, CanDo! Property Management has 30 days to return your security deposit once you surrender the premises and provide a forwarding address. Security deposits will be mailed to the forwarding address left within 30 days.
2. Remember to CLEAN your rental property inside/outside to avoid any charges against your deposit. Refer to the Move Out Checklist for further information.
3. Cooperate with showings of the property, keeping the home in a presentable condition. Your lease agreement authorizes us to show the property during the last 30 days of your lease and this may include placing a keybox on the property, containing a key to show the property. You may withdraw the authorization to place a keybox on the property by providing written notice and paying 1 month's rent as consideration for the withdrawal. We will remove the keybox within a reasonable time after receipt of the notice of withdrawal and payment of the required fee. If we are denied access or are not able to access the property because of tenant's failure to make the property accessible, tenant will be charged a trip charge of \$85.00.

OPTIONAL: SECURITY DEPOSIT FAST RETURN: In accordance with the lease agreement, the property manager has 30 days from the end of the lease or from when the property was surrendered, whichever is later, to account for the security deposit in writing. As an optional program – CanDo! Property Management can offer qualified residents a 10 Day Fast Return for \$75.00 to be completed within 10 business days from the date of surrender. We will know if a resident is qualified for this option following the Move Out Inspection.

Carpet Cleaning Verification: Carpet cleaning is required by a professional carpet cleaning company. Rented carpet cleaning machines are NOT allowed. If you had the carpets cleaned professionally, please submit the cleaning receipts via email or leave a copy on the counter upon move out for verification. If receipts are not submitted, we will assume carpets have not been cleaned and services will be deducted from the security deposit.

Preparing for Move Out

1. You must provide the office a complete Forwarding Address.
2. TURN OFF ALL AUTOMATIC RENTAL PAYMENTS!
3. All Keys and Garage Door Opener Remotes (if applicable) must be left on the kitchen countertop. Tenants must then complete the following steps after having moved completely out of the property to properly surrender the premises:
 1. Take a picture of the items (keys/remotes) left on the kitchen countertop

2. Email the picture to Management at candoidaho@gmail.com notifying us that you have surrendered the premises. This must be completed by or before the expiration date of the lease agreement.
3. Failure to notify Management that you have surrendered the premises, including having all belongings removed, may result in a trip charge of \$85.00 to verify vacancy.
 - a. Mailbox keys: If mailbox keys were originally issued by the Post Office they should be turned in to the Post Office with a change of address notice.
4. We will conduct a final move-out inspection after the tenant has surrendered the property. The property manager will compare the move-in pictures with the move-out pictures, and the reports from the maintenance personnel after your move-out to determine if there will be any charges against the security deposit.
5. Utilities must be left in the tenants name through the last day of the lease. Please have utilities scheduled to be taken out of your name starting the day AFTER your lease end date.
6. Tenants are not permitted back on the property after vacating and surrendering the property.

The following suggestions & helpful reminders are listed to ensure the maximum return of your security deposit. Also here are some helpful reminders of items that many people overlook or forget upon vacating. Please use this checklist as a guideline. The condition of the property will be evaluated according to, but not limited to, the following:

INSIDE:

1. All personal belongings and tenants' trash must be removed from the premises.
2. PAINTING: Please remove all nails – DO NOT PATCH, SPACKLE OR SPOT PAINT NAIL HOLES, or touch up paint without approval. If you paint & it does not match or if you do a poor job of filling holes, you will be charged for necessary painting to match the existing paint or to redo spackling. Charges for excessive damage to the walls will depend on length of time in the property and whether it exceeds normal wear & tear.
3. CARPET CLEANING: Carpets must be professionally cleaned. Rented carpet cleaning machines are NOT allowed. Submit receipt for verification, if no receipt is submitted, we will have carpet cleaning deducted for the security deposit.
4. Replace furnace filters (if applicable) with pleated filters as you vacate the property.
5. Smoke alarms must be operative. Replace batteries as necessary.

OUTSIDE:

1. All trash and garbage must be removed from the premises (including curbside). If you have trash that exceeds the normal pickup, you are to arrange to have it hauled away.
2. Replace damaged or missing screens.
3. Walkways, driveways, patios and garage floors under your care per the lease must be cleaned and free of oil, grease and other debris.
4. Clean outdoor light globe(s), replace burned out or missing light bulbs.
5. Any animal droppings are to be picked up and disposed of.

- If the tenant was in charge of lawn care per the lease then lawns must be neatly mowed and edged, trees and shrubs trimmed or pruned, yard watered and all trash and debris removed.

CLEANING CHECKLIST

***PLEASE CHECK MARK EVERY LINE ITEM AS IT IS DONE TO ENSURE A THOROUGH CLEANING FOR THE RETURN OF YOUR SECURITY DEPOSIT**

All Rooms: including bedrooms, living room, hall, etc.

	All items removed from room including removal of items from the walls
	Carpets vacuumed including the edges along baseboards
	Hard floors, swept and mopped
	Windows cleaned inside and out, Window sill & tracks cleaned out
	Window blinds vacuumed and wiped off
	Light switches, covers & outlets cleaned
	All doors wiped down, front and back
	Walls wiped down and cleaned
	Light Fixtures wiped down, cleaned and burned out bulbs replaced
	All trim and baseboards wiped down and cleaned
	Clean all the vents in the room
	Dust and wipe down closet shelves

Kitchen: All of the above items plus these following items:

	All food removed from fridge, freezer, and cupboards
	Cabinet fronts, tops & insides washed down
	Disposal flushed out and debris removed (pour a little bleach or lemon juice for smells)
	Dishwasher: run an empty cycle with soap to clean. Outside wiped down
	Drawers washed inside and out
	Fan above the stove dusted and fan cover washed and filter washed
	Freezer defrosted and wiped down. Do not use any sharp tools to remove ice

	Fridge racks, drawers, behind drawers, shelves & all compartments cleaned.(Leave ON)
	Vacuum and wipe down above the kitchen cabinets and remove all décor
	Gently pull the fridge out and clean underneath and behind. Clean fridge, inside and out
	Stove burners and underneath (top lifts up) washed and cleaned. (Replace drip pans if not clean and unstained)
	Broiler drawer under oven cleaned out
	Floor beneath the stove swept and mopped
	Wash the outside of the stove including sides and stove top.
	Oven cleaned. Wipe the inside out until inside is shiny and all burnt food is removed
	Microwave cleaned inside and out
	Countertops and edges scrubbed & cleaned

Bathroom(s): All items included in the “All Rooms” list plus these following items:

	Shower/tub scrubbed so there is no soap scum or hard water spots- Do NOT use abrasive scrubbers as they will damage the finish
	Shower fixtures polished
	Mirrors cleaned
	Sinks, edges, & fixtures cleaned & polished
	All cabinets cleaned inside and out
	Towel racks cleaned and polished
	Inside toilet bowl cleaned to remove any rings and build up
	Toilet lid, under seat and around base cleaned
	Countertops and edges scrubbed & cleaned

Laundry Room: All items included in the “All Rooms” list plus these following items:

	Shelf wiped down and dusted
	Vacuum and clean out debris in drip pan under water heater
	If applicable: Washer wiped down and cleaned inside & out

	If applicable: Dryer wiped down inside & out, lint trap cleaned out
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Garage:

	Clean door going into the garage (the standard 8 ft. door)
	Clean out all items & garbage
	Wipe down light switches and outlets
	Sweep out entire garage

If you hire a professional cleaning service you should provide them a list of what we expect, and ensure they complete the work. Hiring a professional cleaning service (maid service) will not guarantee the home is clean. If we feel the home needs additional cleaning, we will charge for these services.

Tenants are not permitted back on the property after vacating.