



Move In and Move Out Policy Addendum

This **MOVE IN AND MOVE OUT POLICY ADDENDUM** is made on _____ between
Incline Property Management (Owner) and _____ (Resident) as part of
the Residential Lease Agreement dated _____.

Move In Cleaning

Resident acknowledges that Incline Property Management or the prior occupant has hired professional cleaners to thoroughly deep clean the property prior to move in. If there are issues with the cleaning the Resident is required to submit their complaint within 24 hours of the lease start date via email to info@inclinepm.com to have the property cleaning touched up. If the Resident fails to inform the office and/or opts out of having cleaners come back to touch up the property, this does not negate the requirement that the Resident is to have the property cleaned professionally upon move out.

Resident Initial _____

Move Out Cleaning

Residents are required upon move out to have the property professionally deep cleaned. Residents may opt to hire their own cleaners and submit an invoice for the work PRIOR to their move out date. If a Resident fails to coordinate with Incline Property Management for their move out cleaning or fails to send in an invoice, the Resident will be responsible for any cleaning scheduled by Incline Property Management. In addition, if the Resident's chosen cleaning company fails to meet the standard of Incline Property Management's cleaning company, Incline Property Management reserves the right to have the property cleaned again at the Resident's expense. A cleaning checklist will be provided to the Resident with their move out instructions as well as listed below.

Resident Initial _____

Move In Carpet Cleaning

Residents acknowledge that Incline Property Management or the prior occupant has hired professional carpet cleaners. If there are odors or stains that require attention, the Resident must submit their complaint via email to info@inclinepm.com within 24 hours of their lease start date. If the carpets are still wet upon the Resident moving into the property, the Resident will not put wood or metal on the carpet until the carpet is completely dry.

Resident Initial _____

Move Out Carpet Cleaning

Residents are required to have carpets professionally cleaned by a company with a truck mounted carpet cleaning method EXCEPT in cases where the carpet is being replaced due to normal wear and tear. Residents with animals are required to have an animal/enzyme treatment included. Additionally carpet cleaning for animal odors, stains, etc are determined by Incline Property Management and the financial responsibility of the Resident. Residents may opt to hire their carpet cleaners and submit an invoice for the work PRIOR to their move out date. If a Resident fails to coordinate with Incline Property Management for their move out carpet cleaning or fails to send in an invoice, the Resident will be responsible for any carpet cleaning scheduled by Incline Property Management.

Resident Initial _____

Additional Cleaning for Animals

Residents with animals may be responsible for additional cleaning charges to clean animal hair from carpet, animal odors, animal stains, clean the HVAC vents, etc. Additionally, yards must be cleaned of animal waste. Damages from animals such as broken blinds, chewed baseboards, chewed drywall, scratched doors/windows, animal urine soaked to the subfloors, etc will be charged to the Resident and due immediately. Please refer to the **Animal Addendum** for other specifics.

Resident Initial _____

Wall/Paint Damage vs. Normal Wear

Small scuffs and drywall damage on the walls if under the size of a quarter or occurring on less than 20% of any one wall will be considered as normal wear and tear. Larger scuffs, drywall damage, holes, nail holes, tv wall mounts, or if small scuffs and drywall damage are excessive throughout the property, they will be considered damage and will be repaired at the expense of the Resident. Attempts for patch and paint that do not meet an adequate standard will be corrected by management at the expense of the Resident and Incline Property Management STRONGLY recommends that Residents do not attempt their own patching and painting.

Resident Initial_____

Unit Specific Property

Units are equipped with a Brivo Smart Home system and smart lock. Additionally some units may have smart thermostats, water detection sensors, motion sensors, doorbell cameras, and security cameras and/or systems. All equipment is to be maintained by the Resident. The Resident may access the Brivo System through an app by request. If at any time, there is a transfer of management, Incline Property Management will remove the Brivo Smart Home system and lock from the property and replace the lock with a traditional lock at the Owner's expense.

Units are not rekeyed between Resident changeovers. The smart locks are reprogrammed to the current Resident. All other exterior doors may be rekeyed at the Resident's expense. Garage door codes may be reprogrammed by the Resident or the Resident may submit a maintenance request for reprogramming at their expense. Garage door remotes, storage unit keys, exterior keys, and HOA parking passes or clubhouse FOBS are to be left in the residence upon move out. Upon move-in, if the garage door remotes or HOA passes/FOBS are not in the unit, the Resident must notify management within 7 days so that we can request a replacement at the previous Resident's expense. Any expense for replacing missing garage door remotes or HOA passes/FOBS after the initial 7 days will become the current Resident's responsibility.

Resident Initial_____

Move Out Notice

Move out notices are required to be given via email to info@inclinepm.com 30 days prior to the end of the lease agreement. Leases may not be terminated mid month and notices given after the 1st of any given month will be set for termination on the last day of the following month. A notice form will be sent to the Resident to fill out and complete their obligation for notice to be accepted. Forwarding addresses must be received prior to move out and failure to provide any forwarding address will result in security deposit refunds to be mailed to the last known address which is the rental property address in most situations. Any lost checks that need to be reissued will result in a \$25 administration fee.

Resident Initial_____

Policy Clarification

The addendum supersedes all previous **Residential Lease Agreements** that did not include this addendum and Resident agrees and acknowledges that the following has been part of the original policy of Incline Property Management.

Move In and Move Out Checklists and a Common Charges List are available online as guidelines and subject to change at any point. This will also be provided upon move in. Additional fees may apply as appropriate for other damages not outlined in this addendum.

The undersigned acknowledges and agrees to the terms and conditions of this addendum as made part of the **Residential Lease Agreement**.

Resident Signature:_____ Date:_____

Resident Signature:_____ Date:_____

Resident Signature:_____ Date:_____

Resident Signature:_____ Date:_____