



Atlasdair Management

Your Move-Out Guide

Everything you need for a smooth move-out — and the best shot at a full deposit return.

Getting Started

YOUR MOVE-OUT ROADMAP



Thank you for letting us know you're moving on. Whether your plans are changing or it's simply time, we want your last few weeks with us to be as smooth as your first day. This guide walks you through the entire move-out process — what to do, when to do it, how to return your keys, and exactly when to expect your deposit disposition statement and any refund. Read it early: a little planning now is the difference between a stressful exit and a full deposit refund.

YOUR MOVE-OUT TIMELINE

- 1 Give written notice — at least 20 days before your lease ends (the online portal is the preferred way).
- 2 Schedule your optional pre-move-out inspection (recommended).
- 3 Clean the home and remove everything — use the checklist in this guide.
- 4 Return all keys to our office on or before your last day.
- 5 We complete the final inspection — after your keys are returned.
- 6 You receive your deposit disposition statement and any refund within 30 days, through your tenant portal.

Two inspections, one goal

An optional pre-move-out walkthrough lets you fix anything that would cost you — before it counts. The final inspection happens only after your keys are returned.

Giving Proper Notice

SUBMIT IT EARLY, SUBMIT IT RIGHT



Your move-out begins with written notice, and we need it **no less than 20 days** before your lease end date. The **preferred way to submit your notice to vacate is through your online tenant portal** — open the **Contact Us** page and choose “**Request Notice to Vacate.**” You can also submit notice in writing by email to **Info@AtlasManagement.group** or as a signed letter. A phone call or text on its own doesn’t count.

Home

Payments

Maintenance

Contact Us

Shared Documents

Insurance

Property Details

Account Profile

Help

Contact Us

Atlasdair Management, LLC

Text Us +1(330) 576-9319

Call Us (509) 201-5087

Other Contact Options

Request Notice to Vacate

Submit your notice to vacate from the Contact Us page of your tenant portal.

Why it matters

Late or improper notice can make you responsible for an additional month’s rent — even if you’ve already moved out. When in doubt, send your notice early and confirm we received it.

Before You Go

A SMOOTH FINAL FEW WEEKS



A few things to line up in your final weeks so nothing trips you up at the finish line.

PREPARE & WRAP UP

- **Provide a forwarding address in writing** — this is where we send any deposit refund. Your disposition statement is delivered through your tenant portal.
- **Keep utilities on and in your name** through your move-out date so we can complete the final inspection with power and water.
- **Forward your mail** with USPS and update your address with banks, employers, and subscriptions.
- **Book cleaners or carpet cleaning early** if you're hiring out — good vendors fill up fast near month-end. Contact our office for a list of suggested vendors, and keep receipts for any work performed: email them to us or leave them on the kitchen countertop for verification.
- **Remove every belonging**, including from the garage, attic, storage areas, and exterior. Anything left behind is removed and disposed of at your cost.

Pre-move-out inspection — optional, recommended

A standard walkthrough we can do before you leave. We'll point out anything that would likely be deducted from your deposit, so you can handle it on your own terms. Just reach out to schedule it.

Final inspection — after keys are returned

We complete this only after you've returned your keys and the home is empty. It determines your final charges, comparing the move-out condition of the home to your original move-in report.

If your lease includes the Resident Benefits Package

The Move-In Concierge helped you set up utilities, but you'll cancel or transfer them yourself when you move out. Your identity protection continues for a period after you leave, and air-filter delivery and pest coverage end with your tenancy.

Cleaning Your Home

LEAVE IT DEPOSIT-READY



Cleaning is the single biggest factor in how much of your deposit comes back. Work through it room by room and check off each item as you go.

Tip

Clean from the top down in each room — ceilings, fans, and fixtures first, then walls and windows, and floors last — so dust and debris fall onto surfaces you haven't finished yet.

Kitchen

- ☐ Countertops cleaned and sanitized
- ☐ Sink and faucet cleaned and free of buildup
- ☐ Range / stovetop cleaned; pull out and clean beneath
- ☐ Oven cleaned inside — racks and door glass
- ☐ Range hood, fan, and intake vent degreased
- ☐ Microwave cleaned inside and out
- ☐ Refrigerator / freezer emptied and cleaned; pull out, clean sides, top, seals
- ☐ Dishwasher cleaned inside and out; seals and filter
- ☐ Cabinets and drawers cleaned inside and out
- ☐ Pantry shelves, doors, and trim wiped down
- ☐ Floors vacuumed and damp-mopped
- ☐ Windows, sills, ledges, and blinds cleaned
- ☐ Walls, baseboards, doors, and handles wiped down
- ☐ Light fixtures, switch plates, outlet covers wiped down
- ☐ Heat vents and wall heaters wiped; ducts vacuumed

Bathrooms

- ☐ Toilet cleaned and sanitized — base and behind
- ☐ Tub, shower, tile, and glass free of soap scum and mildew
- ☐ Vanity, sink, faucet, and chrome polished
- ☐ Cabinets and drawers cleaned inside and out
- ☐ Mirrors cleaned
- ☐ Exhaust fan cover cleaned and dust-free
- ☐ Towel racks and bars wiped down
- ☐ Floors cleaned and sanitized
- ☐ Windows, sills, ledges, and blinds cleaned
- ☐ Walls, ceilings, baseboards, doors wiped; remove mildew
- ☐ Light fixtures, switch plates, outlet covers wiped down
- ☐ Heat vents and wall heaters wiped; ducts vacuumed

Bedrooms

- ☐ Ceiling fans and light fixtures cleaned
- ☐ Closet shelves, doors, and trim wiped down
- ☐ Floors vacuumed or vacuumed and damp-mopped
- ☐ Windows, sills, ledges, and blinds cleaned
- ☐ Walls, baseboards, doors, and handles wiped down
- ☐ Switch plates and outlet covers wiped down
- ☐ Heat vents and wall heaters wiped; ducts vacuumed

Living, Family & Dining Rooms

- ☐ Ceiling fans, vents, and light fixtures cleaned
- ☐ Floors vacuumed or vacuumed and damp-mopped
- ☐ Windows, sills, ledges, and blinds cleaned
- ☐ Walls, baseboards, doors, and handles wiped down
- ☐ Switch plates and outlet covers wiped down
- ☐ Heat vents and wall heaters wiped; ducts vacuumed

Cleaning Your Home

CHECKLIST, CONTINUED



Laundry Room

- ☐ Washer and dryer pulled out; clean behind and wipe exteriors
- ☐ Countertops, cabinets, and shelving sanitized
- ☐ Floors vacuumed and mopped
- ☐ Exhaust fan, ceiling fan, and light fixtures cleaned
- ☐ Walls, baseboards, doors, and handles wiped down
- ☐ Switch plates and outlet covers wiped down
- ☐ Heat vents wiped down; ducts vacuumed

Hallways & Stairs

- ☐ Floors vacuumed and mopped
- ☐ Stair banister and railings wiped down
- ☐ Closet shelves, doors, and trim wiped down
- ☐ Ceiling light fixtures cleaned
- ☐ Walls and baseboards wiped down
- ☐ Switch plates and outlet covers wiped down

Garage, Patio & Exterior

- ☐ Garage swept and spot-mopped; remove all stored items
- ☐ Patios and balconies swept; remove debris
- ☐ Entry doors and screen doors wiped down
- ☐ Exterior entry areas tidied and free of personal items

Whole-Home Finishing Touches

- ☐ Replace all burned-out or missing light bulbs
- ☐ Test smoke and carbon-monoxide detectors; replace batteries
- ☐ Replace batteries in smart door locks, keypads, and devices
- ☐ Wash the HVAC / AC filter; leave on the kitchen counter to dry
- ☐ Wipe down the thermostat
- ☐ Dust the top of the water heater
- ☐ Vacuum fireplace(s)
- ☐ Clean floor vents and registers (ducts)
- ☐ Remove cobwebs from corners and ceilings
- ☐ Remove all belongings, trash, and items from storage

Returning Your Keys

THE OFFICIAL END OF YOUR TENANCY



Returning your keys is the official end of your tenancy — so this step matters more than any other. **All keys must be returned to our office on or before the last day of your lease agreement.**

- **Garage door openers:** leave these on the kitchen countertop.
- **During business hours:** call our office or knock on the door — we're glad to take your keys in person.
- **After hours, or if we're unavailable:** drop your keys in the drop box outside our office. Seal them in an envelope labeled with the property address and all tenants' names.



Our office at 706 W. Garland Ave., Spokane — the after-hours drop box and front door are marked above.

Why this is critical

Returning your keys is what reconveys the property back into our possession. Until your keys are returned, we don't have possession of the home — which means your tenancy continues and you may remain responsible for the next month's rent, even after you've moved out.

Return keys to: Atlasdair Management, 706 W. Garland Ave., Spokane, WA 99205 · Office hours: Monday–Friday, 9:00 AM – 4:00 PM

Your Security Deposit

& DISPOSITION STATEMENT



After the final inspection, we prepare an itemized **deposit disposition statement** that accounts for any refund or charges.

HOW WE DECIDE WHAT'S CHARGED

We compare your **move-in condition report** against your **move-out condition report**. Our detailed, photo-documented reports keep this fair and transparent — every charge traces back to a documented difference. The **most common reason a deposit is reduced is cleaning**; damage beyond normal wear and tear is a close second. Closing utility balances and unpaid charges are also deducted.

About utility charges

If you've already paid a final utility bill and later see it deducted on your disposition statement, contact the utility provider directly for a refund — we're unable to issue refunds on a provider's behalf.

NORMAL WEAR VS. TENANT DAMAGE

We don't charge for normal wear and tear — the ordinary aging of a home. A **settling crack in the drywall is not your charge**. But a **hole in the wall that wasn't there at move-in is**. Your move-in report is the baseline for every decision.

WHEN & HOW YOU'LL RECEIVE IT

WHAT YOU RECEIVE	WHEN & HOW
Deposit disposition statement	Within 30 days — via your tenant portal
Copies of receipts & invoices	Shared in your portal at finalization
Any refund due	Mailed to your forwarding address
Portal access	Continues after move-out

Timeline per Washington law (RCW 59.18.280), measured from the end of your tenancy.

Quick Answers

BEFORE YOU GO



Can I get my deposit back faster?

We issue disposition statements within the 30-day window. Returning your keys promptly and giving us a forwarding address right away are the two things that keep it moving.

What if I leave items or trash behind?

Anything left in the home, garage, storage, or yard is removed and disposed of, and the cost is deducted from your deposit. Please take everything with you.

Do I have to hire professional cleaners?

It's not required — you're welcome to clean it yourself. The home simply needs to meet the move-in-ready standard on the checklist in this guide. If you do hire out, share this checklist with your cleaners, and feel free to ask us for the vendors we regularly use — they already know our standards.

What if I disagree with a charge?

Reach out to our office. We'll walk you through the move-in and move-out documentation behind any charge. Copies of all receipts and invoices are shared in your tenant portal when your move-out is finalized — and you keep portal access afterward.



Atlasdair Management

We're Here to Help

Questions before you go? We'd rather answer them now than surprise you later.

706 W. Garland Ave., Spokane, WA 99205 · (509) 201-5087 · Info@AtlasManagement.group

www.atlasmanagement.group