



DATE: \_\_\_\_\_

NAME (S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

This is my/our 30-day notice starting \_\_\_\_\_, \_\_\_\_\_ canceling the month-to-month rental agreement between us. My/our tenancy and rent obligation will terminate on \_\_\_\_\_, \_\_\_\_\_ at 11:59pm. If my/our expiration date falls after the first of the month, I/we are obligated for the rent on the per diem basis of \$\_\_\_\_\_ for each day after the first of the month.

If you have not totally vacated said unit by the date and time noted above, you would be considered a holdover tenant, subject to the penalties and conditions of ORS 90.900. This holdover will be considered willful AND NOT IN GOOD FAITH. **Valley Investment Properties must approve in writing any extension requested by the tenant.**

Along with the penalties stated in ORS 90.900, if you overstay your tenancy you will be obligated for rent on a per diem basis for each day that your tenancy continues. Please refer to Sections 3 and 4 of the Addition to Stevens-Ness Rental Agreement for procedures regarding termination of tenancy.

This 30-day notice confirmation must be signed and returned to Valley Investment Properties at the above address. If so stipulated in the rental agreement, the tenant is responsible for reimbursing Valley Investment Properties for the certified mailing of this confirmation to the tenant, plus a \$5.00 service fee. This procedure is non-negotiable.

Included with this document is a list of our recommendations for cleaning and move out procedures. These are items that most people miss or ignore and for which they are charged from their deposits, as allowed by contract and ORS 90. We would like to return as much of your deposit to you as possible, so please note that these are only recommendations and meet only the minimum standards.

If you have any questions, feel free to contact this office during business hours.

Sincerely

Date:

Original Rental Agreement

\_\_\_\_\_  
Valley Investment Properties, Inc.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Tenant signature and date

\_\_\_\_\_  
Tenant signature and date

**Valley Investment Properties, Inc.**

1388 Willamette St., Eugene, Oregon 97401 [www.valleyinvestmentproperties.org](http://www.valleyinvestmentproperties.org)

**MOVE-OUT PROCEDURES**

Keys that were issued and not returned will result in a charge from the deposit. If no keys are returned there will be a MINIMUM charge of \$50.00 for installation of new locks. Rent will be owed for each day that the keys are not returned, as we do not have legal possession of the property until keys are returned. Keys MUST be returned to our office with a forwarding address immediately upon vacating. Lack of a forwarding address may delay receipt of your security deposit refund due to forwarding difficulties within the postal system. **DO NOT LEAVE KEYS INSIDE THE UNIT!** If you are out of your unit prior to the scheduled date, return of the keys could result in the unit being re-rented sooner, enabling us to return a portion of the rent you paid for those days. **COPIES OF ALL RECEIPTS FOR PROFESSIONAL SERVICES MUST BE TURNED IN WITH YOUR KEYS SO THAT YOUR ARE CREDITED.**

**CLEANING REQUIREMENTS**

**FLOORS:** All vinyl floors should be mopped with soap and water & rinsed clean, stripped & waxed if necessary. Hardwood floors should be stripped of wax, cleaned (Murphy Oil Soap is good), and rewaxed. Carpets are to be vacuumed thoroughly & cleaned. Do not use self-cleaning steam machines or home shampoo units; all carpets must be professionally cleaned, as stipulated in your original rental agreement. We will be glad to recommend a company.

**WINDOWS:** Must be cleaned inside & out. Tracks must be free of dirt, mold, etc. If provided, screens should be reinstalled after cleaning.

**WOODWORK AND DOORS:** All doors should be cleaned inside & out. Sliding door tracks & metal frames should be free of debris, mold, etc. Mirrored doors should be polished. Baseboards, wood walls, and cabinets should have exteriors cleaned with soap & water & rinsed. Shelf liners should be removed & those areas washed inside & out.

**DRAPES/BLINDS:** Must be professionally dry-cleaned to prevent shrinkage &/or damage.

**WALLS:** Fingerprints, etc., should be scrubbed carefully. Please do not fill nail holes—filling may make it necessary to repaint.

**FIREPLACES:** Chimneys must be thoroughly cleaned & all ashes cleaned/removed.

**SINKS AND TOILETS:** Clean thoroughly inside & out & rinse clean. Scale build-up can be removed with a pumice stone.

**TUBS/SHOWERS:** Must be free of mildew & soap scum. Please use-cleaning products that are safe for all surfaces. Doors & tracks must be cleaned as well.

**STOVES/OVENS:** Oven should be sprayed with oven cleaner **UNLESS IT IS SELF-CLEANING – DO NOT USE CLEANER ON SELF-CLEANING OVENS!** After cleaning, surfaces should be rinsed thoroughly. Racks & broiler pans may be cleaned with oven cleaner.

**Replace drip pans.** All exterior surfaces must be cleaned, including rings around burners. If removable, oven cleaner may be used. If stationary, use SOS pads. **DO NOT GET OVEN CLEANER ON THE BURNER ELEMENTS OR WIRING.** Be sure to clean area under the burner pans.

**REFRIGERATORS:** Completely defrost by letting ice melt. Do not use sharp instruments to remove ice. Mildew can be removed with a mild bleach solution. Leave ice trays in the freezer when cleaning is completed. Unplug refrigerator, & leave doors open for ventilation. Failure to do so may result in electric charges billed to your security deposit refund.

**LIGHT FIXTURES:** Remove all covers & wash in soapy water. Replace all burned out bulbs.

**YARDS:** Must be mowed, shrubs trimmed, flowerbeds weeded, debris hauled, leaves raked. Do not attempt high area pruning on trees & bushes.

**GARAGE/DRIVEWAY:** Swept free of cobwebs & free of motor oil. **EXTERIOR OF HOUSE:** Free of cobwebs, mud. Exterior lights should be in working order.

**FOR YOUR CONVENIENCE:** If necessary, we can arrange for a one-time discard of useable items (unwanted furniture, clothing, toys, unopened food, left-over cleaning items, etc.) to a non-profit organization. If you wish to utilize this service, you must assemble items in one central location inside the unit, clearly marked for charity. There will be a hauling charge for trash or unusable items that the organization refuses to accept.

IF YOU HAVE ANY QUESTIONS ABOUT ANY OF THE ABOVE ITEMS, YOU MAY CONTACT OUR OFFICE. WE CAN RECOMMEND PROFESSIONAL CLEANING PERSONNEL OR COMPANIES FOR ANY PORTION OF THE CLEANING THAT YOU MAY NOT WANT TO DO YOURSELF. WE HAVE FIRMS AND INDIVIDUALS THAT MEET OUR STANDARDS FOR CLEANING AND WE RECOMMEND YOU USE THEM. THESE FIRMS AND INDIVIDUALS WILL GIVE YOU THE COMMERCIAL RATE IF YOU TELL THEM YOU ARE A VIP TENANT. BE AWARE THAT IF YOU CHOOSE TO USE OTHER FIRMS, WE DO REQUIRE A COPY OF THE RECEIPT WHEN VACATING. IF WE DO NOT RECEIVE RECEIPTS AND/OR THE PROPERTY IS NOT CLEANED TO VIP STANDARDS, YOU WILL BE RESPONSIBLE FOR FURTHER CLEANING EXPENSE.

By Oregon Statute, we have thirty-one (31) days to put Security Deposit accounting in the mail.

**This clock starts running from the day you transfer possession (return keys to us).**

**DO NOT CALL US LOOKING FOR YOUR DEPOSIT!!**

If you call us, you will slow down the process. As soon as it is complete your deposit will be forwarded to you. (Please provide a forwarding address)