MARSHALL PROPERTY MANAGEMENT L.L.C.

Resident Move-Out Guide

A practical guide for ending a tenancy and returning a Marshall-managed home.

Purpose of this guide

Use this guide to plan your move-out, return possession correctly and understand how cleaning, keys, utilities and the final account are handled. Your signed lease and property-specific written instructions control if they differ from this general guide.

1 Give written notice

Submit the required written notice by the deadline stated in your lease. A conversation, text message or maintenance request does not replace formal written notice. Rent and other lease obligations continue through the lawful end of the tenancy unless Marshall confirms otherwise in writing.

Before submitting notice

- ☐ Review the lease for the required notice period, expiration date and early-termination provisions.
- ☐ Provide the exact date every resident and all personal property will be out.
- ☐ Provide a complete forwarding address for the deposit disposition and future correspondence.
- ☐ Keep a copy of the completed notice and Marshall's written acknowledgment.

2 Prepare the property

The home must be completely vacant before the final condition review. Remove every personal item, all trash and all food. Do not leave furniture or oversized items beside trash containers. Resident-responsible hauling and disposal may be charged at actual vendor cost.

3 Professional turnover cleaning

Every home receives professional turnover cleaning after move-out. Residents are still expected to return the property empty and thoroughly clean. The documented vendor cost is charged as authorized by the lease and applicable law. The cleaner the property is returned, the fewer labor hours are required and the lower the final cleaning charge. Use the separate Marshall Move-Out Cleaning Checklist to reduce avoidable work.

4 Carpet and flooring

Follow the property-specific lease instructions for carpet cleaning. Do not hire a carpet cleaner unless Marshall confirms in writing that outside service and the receipt will be accepted. Stains, odor treatment, pet treatment or damage repair are separate from routine turnover cleaning.

5 Utilities and exterior duties

Keep required utilities active through the date stated in the lease or written move-out instructions. Complete all resident-responsible lawn, irrigation, snow, trash, garage, patio and storage-area obligations before surrendering possession.

6 Return keys and surrender possession

Return every key, mailbox key, access device, parking permit and garage remote using Marshall's written instructions. Possession is not surrendered merely because the home appears vacant. Rent or other charges may continue until all required access items are returned and surrender is documented.

Return all applicable items

- ☐ House and deadbolt keys
- ☐ Mailbox and community keys
- ☐ Garage remotes and keypad devices
- ☐ Parking permits, gate devices and amenity keys
- ☐ Any other property-issued access item

7 Final condition review

Marshall will document the property after it is vacant and possession has been surrendered. The review is compared with the move-in condition documentation, lease obligations and normal wear. The review is not a cleaning quote and does not guarantee the amount of any refund.

8 Security deposit accounting

Provide a valid forwarding address. The deposit disposition will identify lawful deductions and any refund according to the lease and applicable Idaho law. Possible deductions may include unpaid rent, utilities, resident-responsible cleaning, hauling, missing access items, damage beyond ordinary wear and other authorized charges.

Move-out timeline

Use this sequence as a planning aid. Your lease may require different timing.

When notice is due	Submit the signed notice and forwarding information.
2-3 weeks before	Schedule movers, begin repairs you are authorized to perform and review the cleaning checklist.
Final week	Remove property, clean every area, complete yard or garage duties and confirm utility dates.
Last day	Take dated photos, return all access items and obtain confirmation that possession was surrendered.
After move-out	Watch for the final account and deposit disposition at the forwarding address provided.

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