

MOVE-OUT CHECKLIST

We want to make sure you are provided with as much information as possible to make your move as easy as possible. Most tenants want to know what they can do to get their full deposit back as quickly as possible.

A complete move-out checklist will be mailed to you upon receipt of your written notice to vacate. This checklist is provided to you to help you get as much of your security deposit back as possible. The following is a brief description of several important checklist items.

1. Submit your thirty day notice to vacate in writing.

Your notice must be in writing and the thirty days begin counting the day the notice is received. If you are in a month-to-month contract 30 days notice is all that is required. If your lease has not yet expired and you choose to move, you will be charged for rent through the end of your lease term or until the premises is re-rented (whichever occurs first). If you are breaking the lease you will also incur additional charges. Please contact your Property Manager for specific costs.

2. **RENT** – Please contact the Trident office at (530) 751-7040 ext 0 and speak with your Property Manager for detailed information. You can also refer to the move-out checklist mailed to you.
3. **KEYS** – All keys (house, mail, pool, laundry, etc.) and remotes must be turned in to the Trident office no later than noon on the date of your scheduled move-out. Rent will be charged until ALL keys and equipment have been returned. DO NOT leave keys or remotes at the residence.

Please contact the Trident office and speak with your Property Manager for detailed information. You can also refer to the move out checklist mailed to you.

4. **CLEANING THE PROPERTY.** (http://www.tridentproperty.com/cleaning_checklist.pdf)
The better you clean the more likely you are to receive a full refund of your deposit. Pay attention to the details. A cleaning checklist will be mailed to you upon receipt of your written notice to vacate.
5. **CARPET CLEANING.** Have the carpets professionally cleaned after you have removed all of your property. Provide a receipt to the Property Manager. Professional cleaning of the carpets, at the time you vacate, is a requirement of your rental agreement. However, many tenants choose to have Trident coordinate the carpet cleaning and deduct the charges from their deposit. If you choose to have us coordinate the unit cleaning or carpet cleaning you will be provided with copies of the receipts for charges deducted from your deposit.

6. **LANDSCAPE MAINTENANCE.** If you were required to maintain the landscaping, the landscaping must be in good order when you move-out. Mow, edge, remove weeds and trim shrubs or hedges.
7. **TRASH/DEBRIS REMOVAL.** Remove all trash, furniture, personal property, vehicles, etc. from the premises.
8. **WALLS.** Remove all nail and picture hanging devices. DO NOT patch any holes or use any spackle etc. or paint.
9. **UTILITIES.** Contact the utility providers (if applicable) to turn off the electricity, gas, water, and sewer services and stop garbage collection the date you are scheduled to move-out.

(Either forward to links – OR – list utility companies as links)

GAS/ELECTRICITY – PG&E	800-743-5000
GAS/ELECTRICITY – SMUD	800-742-SMUD

GARBAGE – RECOLOGY OF YUBA-SUTTER	530-743-6933
WASTE MANAGEMENT – SACRAMENTO	800-932-8990

YUBA CITY – WATER/SEWER	530-822-4622
CALIFORNIA WATER (MARYSVILLE)	530-742-6911
OLIVEHURST PUBLIC UTILITY DIST.	530-743-4657
LINDA WATER	530-743-2043
WHEATLAND WATER	530-633-2761
LIVE OAK WATER	530-695-2112
GRIDLEY/BIGGS UTILITIES	530-846-5695
SUTTER COMMUNITY SERVICES DIST. – SUTTER	530-755-1733
CITY OF LINCOLN – WATER/GARBAGE	916-434-2430
CITY OF SAC UTILITIES – WATER/SEWER	916-264-5011

10. **CHANGE OF ADDRESS.** Submit a Change of Address form to the post office. (<https://www.usps.com/>)
11. **FORWARDING ADDRESS.** Please provide a forwarding address, in writing, prior to your move-out date.
12. Reserve moving truck (if needed).

Thank you for choosing to rent with Trident. Good luck in your new home!