



Trout Meadows Apartments
2980 Trout Meadows Road
Bozeman, MT 59718
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www.bozemanapartments.biz

MOVE-OUT PROCESS

We appreciate your business and are sorry to see you go. Here's what happens next...

- You will receive a letter regarding pertinent information regarding your move out. Please review and contact our office should you have any questions.
- Turn in your unit keys, mail keys, pool card, and carpet cleaning receipt into the Trout Meadows Leasing office on your vacate date. If you do not provide a carpet cleaning receipt, the cost of carpet cleaning will be deducted out of your security deposit.
- An inspection will be performed within 24-48 hours of receipt of the keys. Please inform the office when you turn in your keys if you would like to pick up your inspection report in person. Be sure to leave a working phone number where we can contact you after the inspection has been performed.
- Inspection results will be mailed to the forwarding address you provided; or if a forwarding address has not been given, it will be sent to the last known address. Please pay special attention to the cleaning notice expiration date. This is the date by when the cleaning needs to be completed and the keys returned to the office. We cannot extend the 24 hour notice period.
- Once you receive the inspection results, you may check-out keys to perform the cleaning ***OR*** you may sign a waiver to waive your opportunity to return to the unit to perform the cleaning.
 - *Note: If you do not perform the cleaning or you have signed a waiver, charges for cleaning will be deducted from your security deposit at the current rate.
- Should you **OPT TO CLEAN**: You will be given the keys for 24 hours and then you must return them. Upon receipt of the keys, a second inspection will be performed to determine what was accomplished. If you do not return the keys to the office within 24 hours, you may be charged as a "hold-over" and subject to per diem rent at three times the current lease rate.
- If you **WAIVE YOUR 24 HOURS**: Scheduling of work will begin immediately and a re-inspect will not be completed.
 - *Note: Work may include, but is not limited to, maintenance, cleaning, and carpet cleaning.
- Once all invoices are received for maintenance, cleaning, and/or carpet cleaning regarding tenant expense, you will receive a security deposit disposition which will include an itemized list of all deductions (any balance owing on the account, maintenance, cleaning, and/or carpet cleaning) made from the security deposit. This disposition along with any funds remaining from the security deposit, will be mailed to the forwarding address provided or to the last known address within 30 days of your move-out date. Should a balance be owed on the account please submit payment within 15 days of receipt of the Security Deposit Disposition to avoid potential collection processing.