



**VACATING INSTRUCTIONS**  
**Hawaii Association of REALTORS® Standard Form**  
**Revised 12/17 (NC) For Release 5/23**



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Date: \_\_\_\_\_ File No. \_\_\_\_\_  
 Tenant: \_\_\_\_\_  
 Tenant: \_\_\_\_\_  
 Property Reference or Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

This addendum is to help clarify what is required under D2 of the Rental Agreement when TENANT(S) vacates the Unit. **Please read it carefully.** Contact LANDLORD if there are any questions. LANDLORD will be showing the Unit to prospective tenants and expect your full cooperation.

**When TENANT Moves Out.** TENANT must take all TENANT'S personal items with TENANT (i.e. hangers, area rugs, mops, etc.). If TENANT leaves any personal items behind, TENANT must pay for any storage and other costs, including advertising costs, involved in selling or disposal. It is TENANT'S duty to have the Unit in clean and proper condition ON THE DAY TENANT'S TENANCY ENDS; NOT ON ANY LATER DAY. TENANT must have the same items in the Unit that were there when TENANT moved in; and TENANT must leave these items in the same condition, except for normal wear and tear. If there is any disagreement, the signed PROPERTY CONDITION FORM will be treated as correct. Rent is still due per the Rental Agreement, even if it is only a prorated amount. **Please be advised that ALL repairs/replacements/cleaning must be completed by inspection time. If it is not ready, RENT will be charged until the work is completed.** LANDLORD will finish anything not completed at TENANT'S expense.

**FINAL INSPECTION:** The Unit must be ready for final inspection at which time all cleaning and repairs must be completed. We will finish anything not completed but at TENANT(S)' expense. Rent will be charged until all items are complete.

**KEYS:** When the property is vacant, return all keys and electronic entry devices (in working condition), that were provided. Failure to return the keys/devices will result in LANDLORD re-keying the locks and replacing the keys/devices at TENANT'S expense.

**UTILITIES AND MAIL:** TENANT(S) are responsible for terminating utility services. Utility service must remain on until the Rental Agreement ends after final inspection, whichever is later. Please notify the postal service of your change of address.

**MINIMUM CLEANING STANDARDS:**

- LANDLORD strongly suggests that TENANT(S) have a professional cleaning service to handle TENANT(S)' move out cleaning.
- LANDLORD requires that TENANT(S) have a professional cleaning service to handle TENANT(S)' move out cleaning. A copy of receipt required at checkout. If no receipt is received, then a professional will be hired at TENANT(S)' expense.

1. All walls, doors, baseboards, woodwork, light switches and faceplates, are to be cleaned of smudges, fingerprints, and scuffmarks.
2. All nails and picture hangers are to be removed. Consult LANDLORD regarding filling holes and touch up painting.
3. All windows and screens are to be thoroughly cleaned, including frames, sills and tracks, inside and out.
4. All drawers, shelves, cabinets, counter tops and closets are to be thoroughly cleaned. Any shelving paper put in by TENANT(S) is to be removed. Any damage is TENANT(S)' responsibility.
5. Kitchen/Bathrooms -Disinfect these areas. Grout/caulking -clean off mold and mildew.
6. Carpets: Carpets are to be clean and dry at the time of final inspection.
  - LANDLORD strongly suggests that TENANT(S) have the carpets professionally cleaned.
  - LANDLORD requires that TENANT(S) have the carpets professionally cleaned. A copy of receipt required at checkout. If no receipt is received, then a professional will be hired at TENANT(S)' expense.
7. Floors are to be cleaned, mopped, and waxed. (If applicable)
8. Patios, lanais, and walkways are to be swept and/or hosed down.
9. Garage floors/carport/parking stall are to be cleaned of any grease, oil or stains caused by TENANT(S) or TENANT(S)' guest's vehicles.
10. Plumbing fixtures are to be cleaned of all film or buildup of any type, including soap scum, toilet bowl rings and mineral deposits. All drains to be clear of hair and debris.
11. Appliances must be thoroughly cleaned with appropriate cleaning materials:
  - a. Refrigerator - Clean the interior by removing all shelves and drawers. Clean the exterior including vacuuming coils, the floor under and around the Unit. Defrost freezer, if necessary, and remove any ice from trays and if ice maker, turn to the off position. DO NOT LEAVE REFRIGERATOR UNPLUGGED OR TURNED OFF AFTER COMPLETION OF CLEANING. Unless power is off, then leave doors open.
  - b. Oven - Clean the interior. DO NOT USE CAUSTIC OVEN CLEANER. Follow the manufacturer's directions. All outside surfaces should be cleaned with an all-purpose cleaner to remove grease and grime. Clean bottom drawer (if there is one) and the broiler pan.
  - c. Range - Remove and clean the drip pans or replace, if needed. Clean under drip pans (most range tops will lift up to expose area under drip pans).
  - d. Range hood filter - Must be removed and cleaned (if the metal type) in a solution of grease-solvent cleaner and hot water, or replaced if needed. Surfaces of range hood should be thoroughly cleaned.

\_\_\_\_\_  
 TENANT'S INITIALS & DATE

\_\_\_\_\_  
 LANDLORD'S INITIALS & DATE



- e. Dishwasher/disposal - Clean rubber gasket in dishwasher and disposal to remove built up grime. Make sure dishwasher is free of water. Wipe exterior surfaces of dishwasher, including sides of door. The dishwasher air gap and garbage disposal should be clear.
  - f. Washer/Dryer - Lint must be removed from filters. Clean the interior and exterior surfaces of both appliances. If dryer vents outside, make sure the area is clean.
  - g. Ceiling fan - Wipe clean, including blades, motor housing, light kit, pull chains, etc.
  - h. Air Conditioners - Filters should be cleaned or replaced. Clean vents, housing, etc.
12. Window Coverings -Vacuum drapery or follow instructions by LANDLORD. Blinds - All slats, blinds, valances and wands to be thoroughly cleaned.
13. Clean all light fixtures and replace burnt out bulbs with comparable types of bulbs (CFL, LED, etc.).
14. Smoke alarms - Must be in working order. Replace any non-working batteries.

IF APPLICABLE:

- 15. Pets: After professional carpet cleaning and removal of pets, PROFESSIONALLY treat inside and out for fleas, ticks and mites as per Pet Addendum. A copy of the receipt is required. If receipt has not been provided prior to the end of the rental term or as otherwise agreed, a professional pest control company will be hired to do the treatment at TENANT(S) expense.
- 16. Do final yard work as close as possible to vacating; the yard should be in the same condition as when TENANT(S) took occupancy.
- 17. Any bulky items must be removed from property prior to move-out. No items may be left at curbside or on association property. If any items are left, they will be removed and disposed of at TENANT'S expense.
- 18. All garbage bins must be empty, cleaned and returned to proper location.
- 19. Additional Items:

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We are legally required to return TENANT(S) deposit or to notify TENANT(S) of any delay due to necessary repairs/cleaning/etc. by midnight of the fourteenth day after termination of the Rental Agreement.

\_\_\_\_\_  
TENANT'S Signature Date

\_\_\_\_\_  
LANDLORD'S Signature Date

\_\_\_\_\_  
TENANT'S Signature Date

**NOTIFICATION:**

TENANT(S) have notified LANDLORD or LANDLORD has notified TENANT(S) that TENANT(S) will be vacating property on or before \_\_\_\_\_ (date). At this time TENANT(S)' rent is paid until \_\_\_\_\_ (date) and TENANT(S) final rental payment of \$ \_\_\_\_\_ will be due on \_\_\_\_\_ (date).  
Date of written notice to vacate received on \_\_\_\_\_ (date).

This is confirmation of the termination of tenancy. If the above information is incorrect, please notify LANDLORD immediately.

**IMPORTANT: To insure prompt return of the security deposit provide LANDLORD with TENANT(S)' new forwarding address. Confirm telephone number and email address on Page 1.**

**NOTE:** THERE IS NO WARRANTY ON PLAIN LANGUAGE. An effort has been made to put this agreement into plain language. But there is no promise that it is in plain language. In legal terms, THERE IS NO WARRANTY, EXPRESSED OR IMPLIED, THAT THIS AGREEMENT COMPLIES WITH CHAPTER 487A OF THE HAWAII REVISED STATUTES. This means that the Hawaii Association of REALTORS® is not liable to any Buyer, Seller, or other person who uses this form for any damages or penalty because of any violation of Chapter 487A. People are cautioned to see their own attorneys about Chapter 487A (and other laws that may apply).