



## Tenant Move-Out Handbook

### PROPER MOVE OUT PROCEDURES:

- Fulfill your 60 day notice to vacate obligations as outlined in your lease agreement. This may be done in your tenant portal.
- Provide our office with a complete forwarding address, in writing. Refund checks will not be processed without a forwarding address.
- Pay all rent and other charges through the last day of your lease. If you do not believe your charges are correct please contact our office for assistance.
- Remove all your personal belongings from the property & follow the suggested cleaning instructions provided. Any items left will be considered garbage and thrown away at your expense. We are not responsible for any items left. You may not occupy the property once the inspection is complete.
- All utilities (water, gas & electricity) must be on for 3 business days following your last day in the property, not including week-ends. If utilities are not on, the inspection will be rescheduled. You will be charged for the utilities to be reconnected (\$50 Water & \$100 Electricity) and a re-inspection fee. All applicable utilities MUST be activated to conduct the move-out inspection. If utilities must be re-connected to complete inspection,

conduct repairs or clean, tenant will be charged for utility connection fees and usage charges.

- Return all keys, including the mailbox key and any garage door openers, alarm remotes or ceiling fan remotes to our office.
- Forward your mail with the post office. We will not forward mail to you.

## **MOVE OUT CLEANING REQUIREMENTS**

### **REFRIGERATOR:**

Defrost and thoroughly clean all surfaces (inside, top, sides, back & underneath). Clean both sides of all racks, drawers (remove & clean underneath) and the drain pan. Be careful when pulling the refrigerator out, it may not have wheels, but can tear the floor. Leave any ice trays/bins provided when you moved in. Turn the refrigerator off, unplug and leave the doors open to prevent mildew.

### **VENT HOOD:**

Clean all surfaces to remove grease, food & any burned particles. Remove, clean and reinstall the filter. If the charcoal filter cannot be cleaned, replace with new. Built-in microwaves will need to be cleaned underneath, this is where you will find the vent filter.

### **RANGE/STOVE:**

Clean all surfaces to remove grease, food & any burned particles. Thoroughly clean the inside, top, sides, burners, knobs (removable on most models), broiler/drawer and oven racks. You will need to lift up the burner top to properly clean the underneath of the burners/sides. DO NOT use oven cleaner on the outside of the stove, the chemicals will remove the paint. If you use an oven cleaner, make sure you rinse it off completely; white residue left is not acceptable.

We also recommend you use newspapers to line the floor and under the stove to prevent the floor from being damaged by the chemicals. DO NOT use any oven cleaner on self-cleaning

ovens. All drip pans must be replaced with new ones. Please pull stove away from wall before inspection.

**DISHWASHER:**

Run through entire cycle first. Remove debris and wipe inside surfaces. Pay special attention to the inside lip of the dishwasher and the outside trim/knobs. Clean & polish the front panel.

**SINKS:**

Scrub & clean sinks with appropriate cleaner. Clean garbage disposal gasket, run a cycle to clear out any debris left in disposal. Sink drain covers or strainers need to be left in sink and cleaned. Polish faucet set. Make sure to clean the sprayer (if applicable), this might require a cleaner to remove hard water build up.

**CABINETS & DRAWERS:**

Remove all food particles and items. Wash all the shelves & interior surfaces to include the countertops and cabinet fronts. Remove any shelf liner or bug traps inside the cabinets/drawers. Polish all exterior wood cabinetry.

**BATHTUB/SHOWER:**

Thoroughly clean shower surround, tub/shower surround, inside/outside tub from any soap scum/mildew. Polish the faucets & drains. Tub stopper should be cleaned and left in the tub.

**TOILET:**

Clean and disinfect all surfaces from floor to top, to include underneath seat rim. If toilet seat underneath is stained, replace.

**MIRROR:**

Clean with glass cleaner, remove all streaks.

**MEDICINE CABINET & OTHER BATHROOM FIXTURES:**

Clean the towel racks, toilet paper holder and any other fixture. The medicine cabinet should be cleaned inside/outside.

**FLOORS:**

Appropriately sweep or mop; make sure cleaned and disinfected.

**CARPETS:**

Vacuum floors. A professional carpet cleaning company must clean all carpets. If cleaning is not sufficient; dirt, stains, odor, hair, pet urine odor or any debris remains, the tenant will be charged for additional carpet cleaning by a carpet cleaner deemed qualified by Texas Renters. You must provide a receipt from the company that cleaned your carpet. If you had a pet at any time, the carpets must be pet deodorized by the carpet company. They will need to add a pet enzyme.

**WALLS:**

Clean all walls; around light switches, along door moldings, and the baseboards. Remove nails and do not fill holes. Excessive or large holes will incur a charge to repair them.

**CLOSETS:**

Remove all items and clean shelves. Do not leave any hangers. Clean walls and floor.

**WINDOWS:**

Clean the inside/outside of 1st floor windows and inside of any 2nd level windows. Screens must be cleaned also.

**MINI-BLINDS/SCREENS:**

Spray the mini-blinds with cleaner and wash in bathtub. If they are greasy or stained from nicotine and cannot be cleaned, you will need to replace them. If the slats are bent/broken from your occupancy, you will need to replace them. Screens that are cut/broken/bent from your occupancy will be charged to you.

**LIGHT FIXTURES & CEILING FANS:**

Remove the globe and clean to remove dirt, dust, grease and any bugs, then reattach. Replace any missing or burnt out bulbs. All light fixtures (inside & outside) must have working bulbs (60w). Make sure ceiling fan blades are cleaned, top and bottom.

**SMOKE DETECTORS:**

Provide a new 9 volt battery per smoke detector (keep in package) at the final move-out inspection.

**A/C FILTER:**

Replace the A/C Filter with a new one. Clean the return vents from any dust build-up.

**PATIOS/WALKWAYS & GARAGES:**

Remove all items and sweep floor. Place grease absorbent on any grease spills in the garage or on the driveway.

Any grease/spills that are left will be removed at the tenant's expense. Vehicles left will be towed at tenant's expense.

**LAWN:**

Grass must be recently cut and weeded, to include edging/weed eating under porches and flowerbeds. Bushes/Shrubs to be trimmed back neatly. All trash must be picked up from around the property. If you had/have a pet, all droppings must be picked up.

**PEST CONTROL:**

You are required to have the property professional sprayed upon move out. If you had/have a pet, the property must be professionally sprayed for fleas. If a receipt is not provided, we will have this service completed at your expense. Carpets must be cleaned before the pest control is sprayed.

**FIREPLACE:**

Must have all ash removed and cleaned. The screen should be free of dust build-up, glass doors should be streak free.

## **RE-INSPECTION FEE:**

If you fail any part of your inspection that requires a contractor/vendor to come out to perform a service you were responsible for, you will be charged a re-inspection fee. If you are not ready at the time of your inspection, you will be charged a re-inspection fee. If utilities are not on at the time of inspection, you will be charged a re-inspection fee for one of our managers to come back to the property.

If you have any questions about the move out procedure, please call us at 281-919-2936

**IMPORTANT NOTICE:** This guide does not supersede or change the information in your Lease Agreement. This is general information and does not cover everything regarding your lease. Please refer to your lease agreement by logging into your tenant account. Please reach out to us for any questions at 281-919-2936.