**Move Out Instructions**

We understand that your last few weeks of residence will be exceptionally busy ones; however, we do request that you attend to a number of small but important details.

* We must know the exact date the home will be completely vacant so we may represent the property as being available for new tenants on that date. We will use the date on the Return of Possession Form when you return it.
* If vacating in the winter, set the thermostat no lower than 60 degrees to prevent freezing of pipes.
* We must have your forwarding address. Please include it when you give us the completed Return of Possession Form attached.
* Unless otherwise authorized in writing, all utilities must remain on for 3 days after the final day of your lease, in order to ensure proper function of all appliances. If utilities are not available during the 72 hour window you will be charged a trip charge.

Please remember that a certain amount of cleaning is expected of you when you move out. It is our goal to refund 100% of your security deposit and by following the checklist below you will help us achieve that goal.

**If you need assistance with any of these items we have a list of professionals that we can refer.**

**Kitchen**

* All exhaust fans and vent covers should be in working order and clean of dust and grease. Filters can be washed in the dishwasher.
* Kitchen cabinets, shelves, drawers, and countertops must be washed inside and out and all shelf liners removed.
* Refrigerators must be cleaned inside and outside. They must also be pulled out and all dust and dirt removed from the back, sides, floor, and walls surrounding the appliance. Leave refrigerators running; do not disconnect or turn them off.
* Stoves, ovens, cooktops and microwave must be cleaned inside and outside including areas around and underneath them. Do not use steel wool on appliances, plastic scrub pads work best. Be sure to operate the self clean cycle if applicable.
* Dishwashers and trash compactors must be cleaned inside and outside, especially the inside lip of the door.
* All sinks, faucets, and garbage disposals washed out and wiped clean.
* Kitchen walls and floors must be washed and free of stains, dust, dirt, and grease.

**Bathrooms**

* All bathroom floors and walls must be cleaned with particular attention paid to the grout and caulking.
* All tubs, showers, sinks and commodes must be cleaned, disinfected and free of soap scum and cleaner residue.
* All medicine cabinets, vanities, and drawers must be cleaned inside and outside and any shelf liners removed. All mirrors should be wiped clean

**All Rooms**

* If you made any alterations to the home, including painting, you must restore it to its original condition unless otherwise agreed to in writing.
* All non-carpeted floors should be free of stains, dust and debris and should be mopped.
* All windows, screens, window sill must be washed
* All window treatments such as curtain rods, shades and blinds that were provided must be cleaned and left in good working order.
* Sliding glass doors must be wiped and the door tracks cleaned.
* All walls, ceilings, and closet interiors must be free of smudges, grease and food stains. A light cleaner such as “*Softscrub*” will remove black marks from walls.
* All woodwork, moldings, doors, baseboards and trim must be free of dust, dirt, and debris.
* All electrical outlets and switch plate covers must be free of dirt and smudges.
* All light bulbs must be in working order and light fixtures cleaned inside and out.
* All smoke and carbon monoxide alarms must be in working order with fresh batteries.
* Laundry and utility rooms must be free of dust, dirt and debris.
* If washing machine and dryer are present, they must be cleaned inside and outside, including floor.
* A/C and furnace filters must be changed.
* All fireplaces must be broom swept and free of ashes, wood, and debris.
* Chimneys should be professionally cleaned with invoice of work provided to management.

**Carpet Cleaning**

Tenants are required to have the carpets PROFESSIONALY STEAM CLEANED at the time of move-out. This must be done after you have completely removed all your belongings and vacated the property. A receipt from a professional carpet cleaning company must be provided to us when you turn in your keys and the Return of Possession Form.

**Grounds**

* All trash, yard debris, and personal items must be removed from the property. If trash collection is not scheduled for the day you vacate, please make arrangements ahead of time to have the bulk items removed prior to that date. A minimal amount of trash may be left at the curb or pickup point.
* All flower and shrub beds must be clean and free of weeds, leaves, and debris. Be advised, we do not consider leaves and debris as mulch. Install new mulch as needed.
* All shrubs must be neatly trimmed.
* All grass must be cut & edged and free of debris.
* All walkways, patios, and porches must be swept and free of weeds.
* All oil stains must be removed from the garage and/or driveway.
* The garage must be swept clean.
* All dog feces must be removed.
* All holes in lawn filled with soil.

**Keys and Return of Possession Form**

All keys along with the completed Return of Possession Form, Garage Door Openers and Gate Remotes, etc. must be turned in to the office unless instructed otherwise in writing by the expiration date of the lease agreement or pro-rated rent will be charged daily until they are turned in.

**Security Deposit**

* We have 30 days to send you an itemization of your security deposit upon two events occurring: you surrender the property (turn in keys...see above ‘Keys’); and, (2) you provide us your forwarding address. Please don’t call or email asking what deductions there are. Itemizations are usually completed between the 20 -25th of each month following the month in which you moved out.

**NOTE:**

* All cleaning, yard work, etc. must be finished on or before the lease expiration date (your move out date). Should you not fullfil all of these obligations, they will be completed for you by Real Property Management Houston at your expense.
* **Real Property Management Houston will add a $100.00 coordination fee to schedule repairs/unfinished work.**
* In addition, a move out survey will be done of the property upon your surrendering. **If the property is found to not be rent (other than normal wear and tear) ready and needs any make ready work scheduled. The cost of the property survey will be charged to your deposit. The estimated charge is $85.00.** This survey is not scheduled with you upon surrendering. It is done by a third party company.

**Estimated Costs**

Prior to your move in, your rental property will be cleaned, and any carpet will be professionally cleaned.

Upon your move out, the unit is expected to be in the same clean condition.

Upon move out, the following items will be inspected and considered with respect to possible deductions from your security deposit. The prices shown are *approximate* costs. Final deductions will be based on the actual cleaning or repair costs incurred by us from the respective contractor. **Real Property Management Houston will add a $100.00 coordination fee to schedule repairs/unfinished work.**

|  |  |
| --- | --- |
| Haul trash, debris, unclaimed items to city landfill | $200.00 + dump fee + |
| Clean Stove | $ 50.00 + |
| Clean refrigerator | $ 50.00 + |
| Clean mini blinds | $ 10.00 + |
| Mop and wax all uncarpeted floors | $ 25.00/room + |
| Clean bathroom(s) | $ 30.00 /room + |
| Vacuum Carpet | $ 15.00 /room + |
| Professional Carpet Cleaning   1. Topical Pet Treatment 2. Ozone Machines (dog or other smell) | $ 40.00 /room + Actual Cost  Actual Cost |
| Clean all mirrors, cabinets, drawers and shelves | $ 20.00 /room + |
| Replace missing or burned out light bulbs | $ 5.00/each + |
| De-flea or other pest control | Actual Cost + |
| Remove pet feces from any area | $ 50.00 + |
| Replace dirty A/C Filter | $ 20.00 each |
| Mow and trim lawn | $ 75.00 + |
| Weed and mulch beds | $100.00 + |
| Move-out Property Survey Report (if NOT rent-ready) | $ 85.00 + |
| RPM Houston Coordination Fee (if we have to schedule work) | $100.00 |

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Tenant Date

**Tenants Return of Possession**

THE UNDERSIGNED TENANT(s) HEREBY AGREES THAT HE/SHE/THEY HAVE COMPLETELY VACATED THE PREMISES KNOW AS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I/We further acknowledge that we are hereby returning:

*House keys: \_\_\_\_ (Quantity returning)*

*Garage Door Openers: \_\_\_\_ (Quantity returning)*

*Mail box Keys: \_\_\_\_ (Quantity returning)*

*Mail Box Number: \_\_\_\_\_\_\_\_*

*Amenities Access: Cards/Keys/FOB’s (such as Pool/Gates etc.)\_\_\_\_\_\_\_\_\_\_ (Quantity returning); in our possession of the former rental dwelling listed above.*

I/We hereby request that the property management/ owner inspect our former rental dwelling as soon as possible.

Our forwarding address is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Granted this \_\_\_\_day of \_\_\_\_\_\_\_, 20\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vacating Tenant – Signature Vacating Tenant – Print Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vacating Tenant – Signature Vacating Tenant – Print Name

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Vacating Tenant – Signature Vacating Tenant – Print Name