

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.

1. 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 the Return of Possession Form and Keys/Remotes are returned to us as your last day in the home.**
2. If vacating in the winter, set the thermostat no lower than 60 degrees to prevent freezing of pipes.
3. We must have your forwarding address. Please include it when you submit to us the completed Return of Possession Form, the last page attached here.
4. Unless otherwise authorized in writing, all utilities must remain on for **3 full 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 plus \$100 utility set up. **Please note: if you are moving out ahead of the natural end of your lease, you are required to leave all utilities on through the remaining term of your lease, plus 3 full days, and all other lease terms will apply unless otherwise agreed to in writing.**
5. YOU MUST RETURN ALL KEYS AND ANY REMOTES OR FOBs TO THE RPM HOUSTON OFFICE. Please leave the lockbox at the property for future use by RPM Houston staff.
6. We will **not** walk the property with you at move out.

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 using a professional house cleaner, please instruct them to perform a Move-Out Make Ready cleaning and provide the receipt as noted on the Tenants Return of Possession form. If significant work is required because of tenant negligence, we will need to reclean the property and the cost for the re-clean will be charged to your security deposit, even if you cleaned prior to move out.

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 sills 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. Any light bulbs that are burned out must be replaced with the appropriate bulb for the fixture. If there are other bulbs in the same fixture, they should all match, otherwise you will be charged to replace the bulbs.
- 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 **PROFESSIONALLY STEAM CLEANED** at the time of move-out. Using a RugDoctor or similar machine to clean carpets is not sufficient. 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. If you had animals on the property we encourage you to have your carpet cleaning professional provide a special pet odor treatment. If there is a lingering pet smell we will re-clean them with a pet odor treatment and cost will be billed to your deposit.

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, grass must be cut & edged and free of debris. (moved for spacing)
- 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.

Paint

DO NOT fill small nail holes in your walls with spackle. The next residents will often hang pictures in the same place anyway. We have had to completely repaint interiors that were otherwise in good shape after tenants created polka dots throughout the home by filling small nail holes with spackle or overusing spackle. Please do not touch up walls with paint. Touch ups often don't match color or sheen and will cause the walls to need to be repainted entirely (even if you use paint that was left at the property), the cost of which will be passed on to you.

Keys and Return of Possession Form

All keys, remotes and FOBS, 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. Failure to return items to the office will result in a trip charge of \$75 to gather the items from the property.

Security Deposit

We have **30 days** to send you an itemization of your security deposit upon two events occurring: (1) you surrender the property (turn in keys...see above 'Keys'), and (2) you provide us your forwarding address. Itemizations are usually completed between the 20 -25th day following the day you moved out. Please do not call or email asking what deductions have been taken or if you can pick up the deposit accounting from the office, you will receive it in the mail.

Your Security Deposit may not be used by you for payment of your last month's rent. The Security Deposit is to be used for damage withholding, according to Texas Property Code Section 92.108 there could be substantial penalties for using your Security Deposit as payment for Rent.

NOTE:

- All cleaning, yard work, etc. must be finished on or before the lease expiration date (your move out date). Should you not fulfill all of these obligations, they will be completed for you by Real Property Management Houston at your expense. Once you surrender the property you may not re-enter.
- In addition, a move out survey will be done of the property upon your surrendering. **If the property is found to not be rent ready (other than normal wear and tear) 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.
- **Real Property Management Houston will add a \$100.00 coordination fee to schedule any tenant chargeable repairs or unfinished work.**

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. 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.

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	\$ 40.00/room + Actual
a. Topical Pet Treatment	Cost
b. Ozone Machines (dog or other smell)	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 +
Replace any remotes and/or keys	\$ 75.00/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

Tenant Signature _____ Date _____

Tenant Signature _____ Date _____

Return of Possession Form

Sec. 92.108. LIABILITY FOR WITHHOLDING LAST MONTH'S RENT.(a) The tenant may not withhold payment of any portion of the last month's rent on grounds that the security deposit is security for unpaid rent.(b) A tenant who violates this section is presumed to have acted in bad faith. A tenant who in bad faith violates this section is liable to the landlord for an amount equal to three times the rent wrongfully withheld and the landlord's reasonable attorney's fees in a suit to recover the rent.

Acts 1983, 68th Leg., p. 3641, ch. 576, Sec. 1, eff. Jan. 1, 1984.

THE UNDERSIGNED TENANT(S) HEREBY AGREES THAT HE/SHE/THEY HAVE COMPLETELY VACATED THE PREMISES KNOW AS

-
- Did you change the locks during your lease? YES / NO

I/We further acknowledge that we are hereby returning:

- House keys: ____ (Quantity returning) House Code _____ Alarm Code: _____
- Garage Remotes: ____ (Quantity returning) Garage Code: _____
- Gate Remotes: ____ (Qty returning) Gate Access Cards/Fobs: ____ (Qty returning) Gate Code: _____
- Mailbox Keys: ____ (Qty returning) Mailbox Number: _____ Mailbox Location: _____
- Pool Key/Card/Fob: ____ (Quantity returning) Misc Keys, items: _____
- Professional Carpet Cleaning Receipt attached: YES / NO - **Receipt MUST be submitted with this form on move out day or we will assume carpets were not steam cleaned.**
- Professional House Cleaning Receipt attached: YES / NO - **Receipt MUST be submitted with this form on move out day or we will assume one was not used.**
- YES! _____ (Initials) I would like to use the "Express ROP" policy. Please bill me \$50.00.

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

Today's Date _____ Our forwarding address is: _____

ROP returned by Print Name _____ Signature _____

1. Please leave the lock box on the front door with a key inside. Do NOT engage the deadbolt on the door. Call the office 713-830-1888 for the code if you do not have it.

2. Deliver this page completed upon move out day to: RPM Houston – 15715 Tuckerton Rd – Houston TX 77095

Office use:

Date _____ Method Recv. _____ By Employee _____

Notes: