



11844 Bandera Rd # 132, Helotes, TX 78023 T: 210-442-9178 F: 676-779-1168 E: leasing@t2mre.com W: t2mre.com

## Move Out Instructions

We understand that the last few weeks of residency will be exceptionally busy ones, so we have noted some instructions in this document to help you.

- 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.
- 2) If vacating in the winter, set the thermostat no lower than 60 degrees to prevent freezing of pipes. In the summer months, set to 78 degrees.
- 3) We must have your forwarding address.
- 4) All utilities must remain on until the final day of your lease unless otherwise authorized in writing.
- 5) 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 T2M Real Estate at your expense. T2M Real Estate will add a \$75 admin/coordination fee to schedule repairs/unfinished work.
- 6) A 3rd party move out survey will be done of property upon your surrendering. If property is found to not be rent-ready; needs obvious basic cleaning and carpet cleaning work, the cost of the property survey will be charged to your deposit. The estimated charge is \$75.00.

**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.**



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### 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, and OTR Microwave/Vent.
- 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.



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### 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, calcium buildup 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.
- We ask that when you patch, putty, or touch up paint you ensure the paint color, sheen and texture will match. Charges will occur if unnecessary painting is required due to your painting.
- Charges for painting depends on whether it is damaged, exceeds normal wear and tear, and the length of time in property.
- All non-carpeted floors should be free of stains, dust and debris and should be mopped. Carpeted stairs tend to accumulate debris/dust in corners.
- 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.



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### All Rooms

- 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 (unless noted on move in form) 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.



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### Carpet Cleaning

Tenants are required to have the carpets **PROFESSIONALLY CLEANED** prior to turning over keys, at 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. It is not our responsibility to seek out any invoices from you, or from the vendor you have hired. No invoice, means it was not professionally completed.

**DO NOT** rent machines from a store or use home cleaning machines. Only professional cleaning is acceptable.

Be sure to have any spot treatments or pet treatments done as needed.

If any Odors or Pet Odors resurfaces after you have vacated the property you are responsible for charges incurred to remove the odor.

**BE SURE you have supervised their work prior to turning over the keys/property.**



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### 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.
- 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/pet feces must be removed.
- All holes in lawn filled with soil.

**Our experience has been that after the work and stress of moving out, tenants may be too tired to clean the house.**

**We recommend considering a professional cleaning, carpet cleaning and landscaping company.**

**If you hire a professional cleaning service you should provide them a list of what we expect, oversee and inspect their work.**



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### Keys

- We need to be emailed at least 3 days prior on what day/time property will be vacated, so we can secure property promptly and transfer utilities.
- You will be provided a combination lockbox for you to place your key upon move-out. On the day of your move out, please leave extra keys, garage remotes, access cards, etc... in the kitchen drawer.
- When you are 100% done at the property, please lock the front door behind you and place your key in lockbox provided for move-out. Do not set any keyless deadbolts, that would prevent access with a key.
- You will not be allowed to access the property after this time for any reason.

### 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 of each month, following the month in which you moved-out.

We hope these instructions have helped you, and wish you good luck in your relocation.

Respectfully,

T2M Real Estate