

Bettinger REALTORS®, Inc.

MOVE OUT INSTRUCTIONS AND CHECK LIST

You have the right to expect that a home is clean and in good shape when you move in and we have the right to expect that you will leave it that way when you move out. To help prevent any misunderstandings, we have listed below the things we will check when you move out. You can use this as a checklist for cleaning before you turn your home over to us. If you do not clean, the lease provides that we can withhold from your deposit for that purpose. We may also have to pay for repairs or damages that are beyond normal wear and tear and you will be charged for that. Please read these two pages and follow them carefully! Call us if you have any questions.

Normal wear and tear means deterioration that results from intentional use of a dwelling, including breakage or malfunction that results from age or deterioration condition; it does not include deterioration that results from negligence, abuse, carelessness or accident caused by the tenant, or a member of the tenants household, or by a guest of the tenant. Determinations of reasonable wear and tear are also related to your length in residence.

SECURITY DEPOSIT REFUND

The refund of your security deposit is subject to the following provisions (as per the lease).

1. All conditions of the lease agreement must be fulfilled.
2. Give proper written notice of Intent to vacate and vacate the premises on or before your move out date.
3. The entire interior and exterior of the unit is to be cleaned (as per the checklist).
4. All rent, late charges, returned check charges and maintenance/repair charges must be paid.
5. All keys and carpet cleaning and flea treatment (if applicable) receipts must be returned to our office (if you use our afterhours drop box, label keys). As per the lease, "Rent will continue to be charged until all keys are returned to the management office".
6. You must provide us with your forwarding address. This information must be provided in written form by letter, fax or email. If emailed – Send Bettingerpm@gmail.com. No other address is acceptable.

WHEN WILL I GET MY DEPOSIT BACK?

We process and mail all deposit refunds at the end of each month for those tenants with leases that ended the month before. You will receive a full accounting. Please do not call to ask for an accounting over the phone. We are often asked, "How much of my deposit will I get back?" The answer is, "As much as you want!" Our desire is to return your deposit. If you fulfill the terms and conditions of your lease and you follow our move out instructions, it means you want it all back and are likely to get it. If you leave a damaged and dirty property for us to deal with and do not return your keys or give a forwarding address, it means you do not care. Therefore, it is really up to you.

CLEAN UP CHECK LIST

LIVING ROOM: _____ Clean all windows inside and out, sills and blinds
_____ Clean all woodwork and walls of fingerprints and spots
_____ Clean all light fixtures and ceiling fans
_____ Dust A/C vents
_____ Clean out fireplace

BEDROOMS: _____ Clean all windows inside and out, sills and blinds
_____ Clean all woodwork and walls of fingerprints and spots
_____ Clean closet shelves and remove hangers
_____ Vacuum carpet and clean floors
_____ Clean all light fixtures and ceiling fans
_____ Dust A/C vents

Tenant Initials _____, _____, _____, _____

Landlord's agent _____, _____

- BATHROOMS:** _____ Clean out linen closet and clean shelves
 _____ Clean out vanity drawers, medicine cabinet and clean shelves
 _____ Clean all light fixtures
 _____ Clean all woodwork, walls of fingerprints and spots
 _____ Clean thoroughly, shower, tub, tile, grout and sink
 _____ Clean and mop floor
 _____ Clean commode and tighten seat

- KITCHEN:** _____ Clean stove, stove top, burners, areas under top and clean/replace drip pans
 _____ Clean exhaust screen and hood
 _____ Clean oven, broiler and broiler pan
 _____ Clean microwave
 _____ Clean refrigerator, tray, shelves, defrost, turn off and prop open door
 _____ Clean top, under and behind refrigerator
 _____ Clean out all cabinets, counter tops, drawers sink and under the sink
 _____ Clean washer and dryer
 _____ Clean all light fixtures

GENERAL ITEMS CHECK LIST

- _____ Clean the inside and outside of front and back doors
- _____ Clean all exterior light fixtures
- _____ All interior light bulbs must be working (replace with only 60 watt bulbs). Exterior bulbs must be working (replace with like kind)
- _____ Garage door remotes should be turned into office with mail box keys and pool and/or amenities keys
- _____ Clean oil from garage floor and driveway and clean out any storage areas
- _____ Please **do not** fill holes in wall with spackle. We have had to completely repaint interiors and charge tenants because the tenant created white polka dots throughout the house by filling holes with spackle.
- _____ Please **do not** attempt to touch up paint. If touch up is required, our painter can properly make this repair often without cost to the tenant. Improper touch up painting has resulted in our painting entire walls or rooms resulting in charges back to tenants.
- _____ Carpets must be professionally cleaned, spots treated/cleaned, and deodorized (if needed) by a landlord approved professional carpet cleaning company (deliver a copy of paid receipt as proof of service when you deliver the keys).
- _____ Clean the yard of any trash or debris, all beds should be free of weeds and the yard must be mowed and trimmed at move-out. Any grass or shrubs that were damaged by pets, cars, lack of water or care will be your responsibility.
- _____ Change the A/C filter. If left dirty, you will be charged for the filter and possibly for cleaning the A/C coils.
- _____ Make arrangements to have all trash and garbage picked up before you leave. You will be charged if we have to haul it off.
- _____ If a pet has been kept on the premises all pet droppings in the yard must be picked up and the property must be professionally treated for fleas by a Texas licensed pest control company (deliver a copy of paid receipt as proof of service when you deliver the keys). Carpets may require special pet treatment or deodorizing. Carpets should be cleaned prior to flea treatment.
- _____ Leave all utilities on through the end of your lease term regardless of whether you move out sooner.
- _____ All garage door remotes must be turned in with keys or you will be charged \$100.00 per remote.

Tenants _____

Date _____

Tenants _____

Date _____

Landlord Agent _____
 DATE: _____