

MOVE-OUT INSTRUCTIONS

Thank you for the privilege of helping provide you a home. Our goal and the property owners hope is that you leave the property in a condition so all of your security deposit will be returned. This information is to help you prepare to leave the residence you have been calling home.

Upon your move out, please be aware the following items covered by your Lease:

******TEXAS LAW REQUIRES WRITTEN NOTICE OF YOUR FORWARDING ADDRESS AND ALL RENTAL DUE PAID IN FULL PRIOR TO RECEIVING A SECURITY DEPOSIT ACCOUNTING.******

Your lease requires you to leave the house in the same condition as when you moved in, with the exception of normal wear and tear.

Carpets:

The carpets should be professionally steam cleaned, treated for any stains or pet odor. Any repairs to the carpet will be at your expense.

Although you may use whomever you choose, we recommend Jerry's Carpet Cleaning as he offers a discount to our tenants. You can reach him at 972-412-7641.

Cleaning:

The home must be completely cleaned, including, but not limited to the following:

- All hard surface floors and counters
- All doors
- Light switches
- Bathroom sinks, vanity drawers, linen closets, shower, tubs, and toilets.
***Eliminate any mold/dirt in grout and caulk if required.
- Kitchen sinks, drawers (inside and out) and all appliances (inside and out).
- All closets, pantries, storage areas
- Clean all blinds, window ledges and baseboards.
- Leave windows as you found them unless otherwise specified in your lease.
- Remove any special soil (i.e., pet or child).
- Garage should be empty of all personal items and thoroughly swept.

If you would like to hire a service to have the home cleaned to our specifications, we recommend Rainbow Cleaning Service as they offer a discount to our tenants. Their number is 972-412-7641. Of course you may use any cleaning service you prefer or clean the property yourself.

Yard:

Yard must be maintained according to your lease which includes fertilization, removing weeds, trimming all bushes and maintaining any foliage beds.

Additional Repairs:

You must properly repair damage to the property caused by carelessness, abuse, accident or neglect. Fill nail holes with spackling applied by fingertip – no caulk or putty knife. Please note: Crayon, pencil and pen marks are not normal wear and tear. If you choose to touch up the paint for any excessive

damage, scratches or soil – call for advice or matching paint colors. The cost to complete inadequate repairs is your responsibility and may impact your security deposit.

Also:

- Replace all burned out light bulbs with the proper type for each fixture.
- Replace any door stops that are missing or damaged.
- Put fresh filters in the HVAC unit – If filters are dirty, you may be charged for new filters and a service call.
- Leave the property pest free – any pests left behind including fleas, are your responsibility.
- Any personal property left at the premises will be removed at your expense.
- Keep all utilities on until the end of the lease – not when you vacate the premises. Turning off utilities before the end of your lease constitutes “abandonment” and could result in a loss of part or all of your security deposit.

Final Departure – Surrender

Upon exiting the property for the final time, leave all keyless dead-bolts off, leave heat low (65) or A/C high (80) and lights off, lock the house and return all keys and/or garage door openers to D & B Real Estate Services. You have not surrendered the property until all access devices are returned to D & B Real Estate Services and you can be charged additional rent at 3 times the monthly rent, calculated on a daily basis and would be immediately due and payable daily without notice or demand for failure to vacate on time. Call D & B Real Estate Services immediately when you have left the property so we will know we can perform our move out inspection.

Final Inspection

After you vacate the property and surrender all keys and access devices, a representative from D & B Real Estate Services will perform an inspection and take photographs of the condition of the property.

FOR THE SAFETY OF OUR EMPLOYEES, WE HAVE A FIRM POLICY THAT WE WILL NOT PERFORM THIS FINAL INSPECTION WITH A RESIDENT PRESENT; THEREFORE, PLEASE DO NOT ASK FOR A “FINAL WALK THROUGH”.

The Security Deposit accounting will be completed and any monies owed are mailed at the end of the thirty day period, in accordance with Texas statute. Please allow additional 5-7 working days (after the 30 day period) for the accounting to arrive in the mail.

A Final THANK YOU!

D & B Real Estate represents many different property owners and serves 100's of tenants each year. We enjoy the relationships we develop with owners and tenants. If you need help in the future, whether it is help in purchasing or selling a home, leasing a home, or if you need a referenced based on your record as a tenant, we are available to assist you in any way possible.

If you have any further questions, please call us at 972-672-7453.

