

MOVE-OUT PROCEDURE

Notice of Termination:

AT THE END OF YOUR LEASE TERM, if you choose not to renew your lease, you must give the PROPER, WRITTEN notice required in your lease. For a 60-day notice, your Tenant Notice to Vacate form must be received by the 1st day of the month prior to the month you are vacating.

Example: Lease ends on 03/31/XX, the 60-day notice must be given on 02/01/XX.

IF YOUR LEASE HAS EXPIRED AND YOU ARE RENTING MONTH-TO-MONTH, you must give a 30-day notice to vacate per the lease. In other words, you must give notice by 1st day of the month that you will vacate.

Example: Lease ends on 03/31/XX, the 30-day notice to vacate must be given on 03/01/XX.

There are NO exceptions. We DO NOT prorate the last month's rent, regardless of what day during the month that you decide to officially move out, and you are responsible for utilities and lawn service, if applicable, until the end of the lease or until the home re-leases.

Deposit Refund Eligibility:

To be eligible for your full deposit refund,

- (1) you must give the proper, written notice required in your lease. This notice must be on the proper form and must include a forwarding address.
- (2) you must not currently have a balance due on your account. Any monies owed will be deducted from your security deposit refund.
- (3) the property (house and yard) MUST be in the SAME CONDITION as when you moved in, less "normal wear and tear." (See "reminders" on the next page.)
- (4) All keys, garage remotes, and/or gate remotes or cards must be RETURNED TO OUR OFFICE upon move-out. If our company must buy a new access device because you fail to promptly return it to our office, YOU WILL INCUR THE CHARGE.

***Landlord has 30 days to return your security deposit refund (less any deductions). It is your responsibility to provide us with a forwarding address to insure that the return of your refund is not prolonged. Also, included in your new tenant packet is a pre-typed "Tenant Notice to Vacate" in which a space has been provided to fill in your forwarding address. This form has been provided to make the process of giving your 60-day written notice a bit easier and better organized.*

**** We are NOT responsible for tenant's belongings left after move-out.****

I/We have read and understand the move-out procedures. (Sign and date below.)

A FEW THINGS TO REMEMBER AT MOVE-OUT . . .

- 1) Please do NOT touch up the paint. Normal wear and tear is expected, and you will not be charged for this. If you attempt to touch up the paint and it does not match the original paint, a full repaint will be necessary, and you will be charged for the full repaint. Also, if the touch-up painting required is beyond what we consider "normal wear and tear," you will be charged.
- 2) Please remove all child-proof locks from cabinets and doors. You will be charged if we must remove them.
- 3) Please remove all knots/tangles in cords for blinds. If they are not removed, you will be charged.
- 4) Be sure to clean ALL kitchen cabinet surfaces, including the exposed tops of the cabinets. Also, clean insides of all drawers and cabinets.
- 5) Remember to clean the area above the microwave oven door and the vent above the door.
- 6) Please remember to empty the refrigerator and to clean the top of the refrigerator and the floor under the refrigerator.
- 7) Please wipe down laundry room shelving and clean under and around the washer and dryer.
- 8) Be sure to mop and wax all vinyl-type floors.
- 9) Remove dust from all baseboards.
- 10) Remember to clean the insides of all light fixtures to remove bugs and to dust all ceiling fans.
- 11) Remember to clean all blinds, window sashes, and window sills.
- 12) CARPETS MUST BE PROFESSIONALLY CLEANED and documented by a receipt turned in to Precision Realty & Management/Woodlands Sales & Management. You may use the professional carpet cleaning service of your choice. However, if they do not clean the carpet to our standards, the service that you use will need to be called back to re-clean the carpet. If they still do not re-clean the carpet to our standards, we will send our contractor to re-clean the carpet, and you will be charged for the re-cleaning. If you wish, you may use our contractor who knows what is expected:

Sunbrite Services 281-413-5961 (Jeff).

- 13) If you have a pet, the carpet cleaning must include a pet treatment.
- 14) Please sweep out the garage.
- 15) You must return all keys and remotes received at move-in to our office.