



**Property Professionals, Inc.**  
421 S. Seguin Ave. New Braunfels, TX 78130  
Tel: (830) 625-8065 Fax: (830) 625-3633  
[www.PropertyNB.com](http://www.PropertyNB.com)

## MOVE OUT PROCEDURES AND VACATING CHECKLIST

Property Professionals, Inc. (PPI) understands 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.

### Required Notice / Security Deposit Return / Showings

- PPI 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. PPI has 30 days to return the security deposit from the date the property is surrendered. Security deposits will be mailed to the last forwarding address received in writing by the Landlord. We must have your forwarding address in writing.
- If vacating during the winter, set the thermostat no lower than 60 degrees to prevent freezing pipes.
- All utilities must remain on until the final day of your lease unless otherwise authorized.
- Walk-thrus are not completed with departing tenants. We will complete our move out evaluation as soon as you have surrendered the property. For scheduling and accuracy purposes, these are never conducted with tenants present.
- Keys (garage openers, access cards and mail keys) must be **turned in by midnight** of the move out date. Tenant(s) will be held responsible for all holdover fees and rent until we receive the keys. If Landlord is unable to enter the property because the keyless bolting devices are engaged, you will be charged a fee for drilling the keyless bolting device to gain access. **Do NOT leave through the garage without first checking all keyless bolting devices! Do not leave keys in property, bring them to the office.**
- Tenants are NOT permitted back on the property after surrendering the property.
- You must cooperate with showings of the property for sale or for lease. This includes:
  - Keeping the property in a presentable condition.
  - Allowing agents to show the property. You will be contacted by Showing Time. Should you receive a scheduled showing and need to cancel or reschedule please contact Showing Time. They may be reached at (210)222-2227. A lock box will be placed on the door of the property. It is your choice if you wish to be home during showings; it is not required because there will be a lockbox at the property. If you choose to not be home for showings please make sure the keyless deadbolt to the front door is not engaged. Questions in regard to this may be found in your lease (page 6, #14, A-D).



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### How to get your deposit back:

It is our goal to refund your security deposit. The following is a recommended cleaning checklist for your reference. The items include (but are not limited to):

#### Kitchen

- All exhaust fans and vent covers should be in working order and clean of dust and grease. Filters can typically be washed in the dishwasher.
- Kitchen cabinets, shelves, drawers and countertops must be washed inside and out and all shelf liners removed.
- If a refrigerator was provided, the refrigerator and freezer must be cleaned inside and outside. It must also be pulled out and all dust and dirt must be removed from the back, sides, floor and walls surrounding the appliance. Leave refrigerators and freezers running; do not disconnect them or turn them off.
- If a refrigerator was provided, you must replace the refrigerator water filter prior to surrendering the property.
- Kitchen walls and floors must be washed and free of stains, dust, dirt and grease.
- All sinks, faucets, and garbage disposals must be washed out and wiped clean.
- Stoves, ovens, cooktops and microwaves 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 clean cycle, if applicable.

#### Bathrooms

- All bathroom floors and walls must be cleaned with particular attention paid to the grout and caulking
- All tubs, showers, sinks, commodes must be cleaned, disinfected and free of soap scum and cleanser residue (including the outside of the commode and the base). This includes faucets, shower heads, toilet seats, etc.
- 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 alteration to the home, including painting, you must restore it to its original condition unless otherwise agreed to in writing.
- All non-carpeted floors must be free of stains, dust and debris and should be mopped.
- All windows, screens, and window sills must be washed.



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- All window treatments such as curtain rods, shades, and blinds that were provided must be cleaned and left in good working order. Please note, dust on the blinds is not considered normal wear and tear.
- Sliding glass doors must be wiped and the door tracks cleaned.
- All walls, ceilings, and closet interior must be free of smudges, grease, and food stains etc.
- 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 (must use the correct size of light bulb for the light socket).
- Laundry and utility rooms must be free of dust, dirt, and debris.
- Washing machine exterior must be cleaned and the inside left free of soap residue.
- Dryer exterior must be cleaned and the filter screen left free of lint.
- HVAC and furnace filters must be changed and left new prior to surrendering keys. Changing the filter a month or so prior to surrendering the property does not satisfy this obligation.
- Please note, dust anywhere inside the property is not considered normal wear and tear.
- All fireplaces must be broom swept and free of ashes, wood, and debris.
- Chimneys should be professionally cleaned.
- **All professional cleaning of carpeted surfaces, including stairs, will be contracted out by Property Professionals, Inc. and the actual cost will be deducted from your security deposit. If for any reason you contract the professional carpet clean yourself, an invoice to prove work completed MUST be provided when you surrender the property. Any invoices received after surrender will not be accepted unless otherwise authorized by management.**

### Grounds

- All trash, yard debris, and personal items must be removed from the property.
- 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.
- All shrubs must be neatly trimmed.
- All grass must be cut and free of debris.
- All walkways, patios, and porches must be swept and free of weeds, dirt, and debris. Pressure washing these areas are highly recommended.



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- The garage must be swept clean. All stains and oil stains must be removed from the garage and/or driveway. There are a number of products available to accomplish this. Pressure washing this area is highly recommended.
- All holes in the lawn are to be filled with soil.
- Remove satellite dishes installed during your occupancy.