

## Your Move Out Instructions

Moving day is fast approaching and we want to make sure you are aware of your responsibilities as the tenant at move out. Our goal and your landlords hope, is that you leave the property in such a condition that all of your security deposit can be returned. To meet this goal, we have provided the following information to help you leave the property in the best condition possible.

Upon your move out please be aware of the following items covered by your Lease.

**TEXAS LAW REQUIRES WRITTEN NOTICE OF YOUR FORWARDING ADDRESS and all rents that are due are paid in full prior to receiving a security deposit accounting.**

Your lease requires you to leave the house ready for the next tenant to move in according to the following specifications:

### Carpet Cleaning

The carpet must be professionally cleaned; this includes shampooing, treating for any stains and/or deodorizing the property. If a pet resided at the property, the carpet must be treated for pet odors, as well. Receipts for carpet cleaning must be provided to us.

Below we listed our preferred vendors for carpet cleaning; we **highly recommend** you use these preferred companies as they will provide you a guarantee that the shampoo meets the specifications required in your lease.

All Pro Carpet Cleaning @ 281-787-8224

Coit Carpet Cleaning @ 281-480-1558

### General Cleaning

The home must be completely free of personal items and cleaned including but not limited to the following:

- All hard surface floors, shelves, cabinets, drawers and counters
- Bathroom sinks, showers, tubs and toilets
- Eliminate any mold/dirt in grout and caulk or re-grout if required
- Kitchen sinks, drawers (inside and out), and all appliances (inside and out)
- Clean all blinds and baseboards
- Leave windows as you found them unless otherwise specified in your lease
- Remove any special soil (i.e. pet or child)

Below is our preferred vendor for general cleaning, we strongly recommend you use these preferred companies as they will provide you a guarantee that the cleaning meets the specifications required in your lease.

Maria "Lupe" Guillen

832-858-1463



## **Yard/ Lawn Care**

Yard must be maintained according to your lease, this may include fertilization, cleaning flower bed weeds and mulching, trimming all bushes and mowing.

Below we listed our preferred vendor(s) for landscape. Most residents tackle yard-work themselves, but if you wish to outsource this task, we suggest you use our preferred provider as they will provide you a guarantee that the work meets the specifications required in your lease.

Chuck Griffin 713-560-7662

## **Paint**

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 and no putty knife. You must touchup or repair affected areas to cover any marks, smudges, scratches, soil or damages to match existing paint. The cost to complete inadequate repairs is your responsibility and may impact your security deposit accounting. It is not the Landlord's obligation to paint after each tenant turnover.

## **General Repair**

- Replace all burned out light bulbs with the proper type for each fixture and batteries
- Replace batteries in the smoke detectors
- Put fresh filters in the HVAC unit (including filters in the attic unit) If the 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 utilities on until the end of the lease; even though you have vacated earlier. Please, disconnect after the expiration date (IF not, you will be charged on your deposit accounting)

## **Departure - Surrender**

Once you ready to surrender the property, place the garage openers & swimming pool card(s) in a "zip-lock" bag into one of the kitchen drawers, leave all keyless dead-bolts disengaged, heat low (65) or A/C high (80), and lights off; lock the house and. return all keys to **iMaT**. You have not surrendered the property until all access devices have been returned to **iMaT**. You may be charged "holdover" rent at 2-3 times your normal daily rate (per your lease) for failure to vacate on time. Once you have vacated, please contact your property manager immediately so the move out inspection can be performed.

**Final Inspection and Security Deposit Accounting:**

After you vacate the property and surrender all keys and access devices (including, if applicable, any pool access cards, pool access key or mailbox keys) a representative from iMaT will perform an inspection by taking 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 5-7 business days (after the 30 day period) for the accounting to arrive in the mail.

**A Final THANK YOU!**

iMaT Property Mgmt Group represents many different property owners and serves hundreds of tenants each year. We enjoy the relationships we develop with our owners and tenants. If you need help in the future, whether it is for buying a home or a reference, we are here to assist you with any questions or concerns you may have.

Further questions? Please contact your property manager. If you do not have their direct contact information, you may call our main office at (281) 361-2231 and ask for assistance.

Thank you,

iMaT Property Mgmt Group