

# Tenant Move Out Checklist

Please take a moment to read over the following items in order to make your move-out process as smooth as possible. Our goal is to maximize the return of your security deposit!

## ***Marketing Process***

We will begin efforts to locate the next tenant after we receive your notice to vacate. We will, with advance notice to you each time, be showing your unit to tenant prospects. Ideally, a new tenant will be found soon and this process will short. Anything you can do to make the property show better will increase the probability that the process will end sooner. If you have pets, you agreed in your Pet Agreement to remove or kennel them if they interfere in any way with our access to the property. This will be strictly enforced. The "curb appeal" and interior appearance of a property is extremely important to our success in finding a new resident quickly so if your yard needs attention, please tend to it at once. When we work together, the leasing process usually has a win-win result. We find someone fast and you endure minor disturbance.

## ***Move-out Date vs. Lease End Date***

Although your lease most likely ends the last day of your final month, tenants often move sooner than the actual last day. If so, there is a chance for you to receive a partial rebate of your final month's rent. This will happen if we move a new tenant in before the end of the month. If you would like to have this rebate opportunity, please let us know in writing of your actual move-out date so that we may offer a corresponding move-in date to new tenant prospects. We will hold you to this earlier date so please be certain of your plans. You must be out of the property and have the keys returned by the last day of your lease. No extra or holdover days will be allowed.

## ***Utilities***

We will insure that we, or the next tenants, have the utilities properly switched over. In most cases, no action is required on your part. Leave all utilities on through the end of your lease term, regardless of whether you move out sooner. Otherwise, we will have the service reinstated and you will be charged turn-on fees, the cost of which will surpass any savings you may realize by turning utilities off early.

## ***Cleaning***

Please consider carefully whether you will have the time and energy, after moving, to properly clean your place. Most commonly, tenants have every intention of leaving the property clean. But then they simply run out of time or are too exhausted after hauling boxes. They blow off the final clean and walk away figuring their deposit will cover the cleanup costs. Nothing will consume your deposit more than your failure to return the property good and clean! Please consider hiring a cleaning service if you don't know for sure that you are going to be able to return the property to us in a good and clean condition. We will charge a minimum \$100 coordination fee on top of the actual costs of cleaning and repairs if you leave unfinished cleaning or trash hauling. Cleaning areas include all appliances, light fixtures, windows, sills, baseboards, blinds, walls, light switches, floors, cabinets, garage, kitchen, and bathrooms.



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## ***Trash and Debris***

You must take all of your trash and belongings with you. Do not leave your trash can overflowing or leave trash at the curb. If you do, we will send a hauling company to remove it and you will be charged for the cleanup. There will be a minimum \$75 hauling charge to remove any trash or items left behind.

## ***Carpet***

We will have your carpet professionally cleaned upon your move-out if there is any detectable discoloration or odor whatsoever and the actual cost will be deducted from your security deposit. This is almost always required especially if there were pets in the property.

## ***Pets***

Please pick up all pet droppings from the yard before you leave, otherwise we hire a "pooper scooper" service to do this and deduct the cost from your deposit.

## ***Walls, Painting, Picture Hanger Holes***

Do not spackle holes in your walls. Just leave them and we'll handle it. (Spackling will require walls to be repainted.) If you have caused excessive wear and tear to the walls such that they will need to be touched up, repaired, or repainted, talk to us. If you have painted the walls during your tenancy they must be returned to an approved color by a professional painter. Contact us if painting will be required.

## ***Deposit Return***

Texas Property Code allows 60 days to return your security deposit. We strive to return it much sooner via mail along with a deposit return statement outlining any deductions. If you fulfill the terms and conditions of your lease and follow these move-out instructions, we will be delighted to make no deductions for repairs or cleaning. If you leave a damaged and dirty property with trash for us to deal with, your deposit return statement will reflect that. Please provide us with a forwarding address in writing so we know where to send your security deposit.

## ***Charges***

The following is a list of the most common charges that are taken from the security deposits of our tenants after they move out. Our hope is to return the maximum amount to you!

House Cleaning	Actual cost of maid service
Carpet Cleaning	Actual cost
Utilities	Actual cost for turn on and consumption
Repairs	Actual cost
A/C Filter	Actual cost of service call plus service to unit to determine if dirty filter caused any damage
Trash Hauling	Actual cost, minimum \$75
Coordination Fee	Minimum \$100 Admin fee for contracting any cleaning, repairs, utilities, hauling, etc.



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