



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 of 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 ready for the next tenant to move in according to the following specifications:

Carpets

The carpets must be professionally steam cleaned, treated for any stains or pet odor and ready for move in.

WE STRONGLY RECOMMEND "High Expectations" Carpet Cleaning @ (972) 390-7323 they accept major credit cards and provide a discount to our residents. High Expectations also does minor carpet repairs.

Cleaning

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

- all hard surface floors 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)

WE STRONGLY RECOMMEND professional "Cleaning by Cecilia" @ (972) 365-8713. This company provides a discount to our residents and will provide you a guarantee that the cleaning is to specifications required in your lease.

Yard

- yard must be maintained according to your lease, this may include 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 and no putty knife. Touch-up paint to cover any 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 accounting.

Also

- Replace all burned out light bulbs with the proper type for each fixture
- Put fresh filters in the HVAC 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 - not vacancy, disconnect after that date

Final Departure - Surrender

On exiting the property 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 Prime Properties. You have not surrendered the property until all access devices are returned to Prime Properties, you may be charged additional rent at 2-3 times your normal daily rate (per your lease) for failure to vacate on time. Call your property manager immediately when you have left the property so we will know we can perform our move out inspection.

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 Prime Properties 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 an additional 5-7 working days (after the 30 day period) for the accounting to arrive in the mail.

A Final THANK YOU!

Prime Properties 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 buying a home or if you need a reference based on your record as a tenant we are available to answer any questions you may have.

Further questions? Please call your property manager. If you do not know their direct number call (972) 407-9991 and ask for help.