



75 Realty, LLC
100 N. Main St
Nolanville, TX 76559
(254) 935-9282
www.75Realty.com

PROPER MOVE OUT PROCEDURES & CLEANING INSTRUCTIONS

In order to receive a full refund of your security deposit, you must follow the below procedures.

Move-Out: Fulfill the complete term of your current lease contract. Give a 30-day written notice on our prepared form to our office no later than the 1st of the month you intend to move out. Using our form will ensure that the notice was received and that it was approved. Pay all rent and other charges through the end of the month you are moving out, rent is not pro-rated upon move out. Remove all of your personal belongings from the property & follow all of the cleaning instructions provided on this notice. Any items left in the property will be considered trash and thrown away at your expense. We are not responsible for any items left inside or outside the property. You may not occupy the property once the inspection is complete.

Inspection: To schedule a move out appointment, call our office at (254) 935-9282. We do not do pre-move out inspections. Your inspection will be conducted M-F between 9:30am-3:30pm. Inspections are not conducted on weekends. Your inspection day will be the last day you occupy the property. A re-inspection fee will be charged if you are not ready during the scheduled appointment.

Utilities: All utilities (water, gas & electricity) must be in effect until the end of your lease plus 3 business days following the date you turn in keys, not including Sat/Sun and holidays. If utilities are not on, the inspection will be rescheduled. You will be charged for the utilities to be re-connected (\$50 Water & \$100 Electricity) and a re-inspection fee. All applicable utilities MUST be active to conduct the move-out inspection. If utilities have to be re-connected to completed inspection, conduct repairs or cleaning, tenant will be charged for utility connection fees and usage charges.

Deposit Refund: Provide our office with a complete forwarding address, in writing. Refund checks will not be processed without a forwarding address. It is your responsibility to have your mail forwarded to your new address with the US Post Office. Any monies that are due will be mailed within thirty (30) days as required by Texas Law.

Keys: Return all keys, including the mailbox key and any garage door openers, alarm remotes or ceiling fan remotes to our office. If you place your keys in the drop box, please put the keys in an envelope or plastic bag with the address of the property you are moving out of and the date your utilities are scheduled to be disconnected. There will be a \$25 charge for keys not returned.

General Information: We highly recommend the use of a cleaning service that guarantees their work and will come back at no charge to correct any issues we find. In the event that the cleaning is not adequate we will hire a cleaning service and it will be deducted from the security deposit. We will be happy to provide you with contact information for people that we utilize. In order to adequately clean your premises, you should plan on 6-12 hours of hard work after you have moved all of your furniture and belongings out of the residence. You will need rags, scouring powder, liquid cleaner, window cleaner, oven cleaner, a vacuum cleaner, cleaning buckets, and pads, in addition to a chair, stool or small step ladder. If you have glued paper,



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plastic or vinyl on walls or window, you may need an acetone to remove the stickiness. Special attention should be given to cleaning areas not normally viewed by people such as the top of door and window frames, corners, shelves, cupboards, closets, and ceilings. Everything you put up must come down (the next residents may have different tastes).

Bathroom(s):

Clean out cabinets and drawers. Look especially for hair in drawers

Clean counter top and faucet, especially behind faucet.

Clean out medicine cabinet and wipe mirror with Windex.

Clean light globes (bulbs) of dust.

Clean and disinfect toilet. Wipe bowl outside and inside, clean toilet seat top and bottom and especially the piece that attaches the bowl to the tank where the seat is screwed on. Clean that strip. If toilet seat underneath is stained, replace

Clean window sills and window coverings.

Clean shower walls and tub walls with cleanser that does not leave grit and leaves the wall smooth and shiny.

Clean shower and tub floors also and remove all hair from the floor, drain and shower track.

Tub stopper should be cleaned and left in the tub

Clean shower glass with Windex or Lime Away so that it is clear.

Clean all stainless faucets so that they shine.

Stove: Clean back splash of stove or wall behind stove of any grease. Clean all surfaces to remove grease, food & any burned particles. Thoroughly clean the inside, top, sides, burners, knobs (removable on most models), broiler/drawer and oven rack(. You will need to lift up the burner top to properly clean the underneath of the burners/sides. DO NOT use oven cleaner on the outside of the stove, the chemicals will remove the paint. If you use an oven cleaner, make sure you rinse it off completely; white residue left is not acceptable. We also recommend you use newspapers to line the floor and under the stove to prevent the floor from being damaged by the chemicals. DO NOT use any oven cleaner on self-cleaning ovens. All drip pans must be replaced with new ones. Please pull stove away from wall before inspection.

Vent Hood:

Clean all surfaces to remove grease, food & any burned particles. Remove, clean and re-install the filter. If the charcoal filter cannot be cleaned, replace with new. Built-in microwaves will need to be cleaned underneath; this is where you will find the vent filter.

Refrigerator: Defrost and thoroughly clean all surfaces (inside, top, sides, back & underneath). Clean both sides of all racks, drawers (remove & clean underneath) and the drain pan. Be careful when pulling the refrigerator out, it will have wheels, but can tear the floor. Leave any ice trays/bins provided when you moved in. Turn the refrigerator off, unplug and leave the doors open to prevent mildew.

Microwave: Clean inside wall and inside door of any splatters. Clean exterior including top of microwave next to cabinet and including venting area above door.



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Dishwasher: Run through entire cycle first. Remove debris and wipe inside surfaces. Pay special attention to the inside lip of the dishwasher and the outside trim/knobs. Clean & polish the front panel.

Sinks: Scrub & clean sinks with appropriate cleaner. Clean garbage disposal gasket, run a cycle to clear out any debris left in disposal. Sink drain covers or strainers need to be left in sink and cleaned. Polish faucet set. Make sure to clean the sprayer (if applicable), this might require a cleaner to remove hard water build up. **And clean especially behind the kitchen faucet.**

Cabinets & Drawers: Remove all food particles and items. Wash all the shelves & interior surfaces to include the countertops and cabinet fronts. Remove any shelf liner or bug traps inside the cabinets/drawers. Polish all exterior wood cabinetry. Wipe down all countertops

Washer & Dryer: (If present) Clean and wipe exterior including top, front, sides and all knobs. Sweep and clean behind dryer of all lint and dust. Clean inside washer lid for all dirt, hair and soap residue. Clean inside dryer for hair and lint and clean lint tray.

Doors: Wipe all fingerprints and/or dirt from doors and door frames with proper cleaning product

Closets: Wipe shelves and hanger rods with cleaner and water. Clean walls and floor. Do not leave any hangers.

Light Fixtures & Ceiling Fans: Remove the globe and clean to remove dirt, dust, grease and any bugs and then reattach. Replace any missing or burnt out bulbs. All light fixtures (inside & outside) must have working bulbs (60w). Dust top of fans with dust cloth, wipe with damp cloth if extra dirty.

Light Bulbs: All light bulbs must be in working order and any bulbs you have to replace, must be replaced with same type of bulb that was in the fixture when you moved in.. For example; spotlights must be replaced with spotlights of the same quality and wattage.

Floors & Carpets: Appropriately sweep, mop, and vacuum floors. A professional carpet cleaning company must clean all carpets. If cleaning is not sufficient; dirt, stains, odor, hair, pet urine odor or any debris remains, the tenant will be charged for additional carpet cleaning by a carpet technician deemed qualified by 75 Realty. You must provide a receipt from the company that cleaned your carpet on the day you turn in keys. Providing a receipt does not guarantee you passed the carpet cleaning. If you choose to schedule a move out inspection, carpets must be cleaned 24 hrs prior to apt date. Rented carpet cleaning machines will not be accepted or any hand written receipts. If you had a pet at any time, the carpets must be pet deodorized by the carpet company and include pet enzyme.

Walls: Clean all walls; around light switches, along door moldings, and the baseboards. Remove nails and do not fill holes. Excessive or large holes will incur a charge to repair them. If you smoke, wash all walls.



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Spackle holes in walls from pictures: Please do not use spackle knife since it spreads the spackle and covers the texture. Use the tip of your finger and just dab a small amount into the hole to fill it without spreading it beyond the hole. Then Touch-up the paint.

Windows: Clean the inside/outside of 1st floor windows and inside of any 2nd level windows. Screens must be cleaned also. Clean glass with window cleaner, clean sills from dust, etc.

Mini-Blinds/Screens: Spray the mini-blinds with cleaner and wash in bathtub. If they are greasy or stained from nicotine and cannot be cleaned, you will need to replace them. If the slats are bent/broken from your occupancy, you will need to replace them. Screens that are cut/broken/bent from your occupancy will be charged to you.

Smoke Detectors: Provide a new 9 volt battery (keep in package) for each smoke detector and place on the kitchen counter.

A/C Filter: Replace the A/C filter with a new one. Clean the return vents from any dust build-up.

Fireplace: Must have all ash removed and cleaned. The screen should be free of dust build-up, glass doors should be streak free.

Patios/Walk-ways & Garages: Remove all items and sweep floor. Place grease absorbent on any grease spills in the garage or on the driveway. Any grease/spills that are left will be removed at the tenant's expense. Vehicles left will be towed at your expense.

Pets: Clean up after your pet. Make sure all feces are picked up from the entire property. Any removal of feces left will be charged back to you.

Lawn: Grass must be recently cut and weeded, to include edging/weed eating under porches and flowerbeds. Bushes/Shrubs to be trimmed back neatly. All trash must be picked up from around the property. Clean out any storage sheds if present.

Pest Control: You are required to have the property professionally sprayed for fleas upon move out if you had or have a pet. If a receipt is not provided, we will have this service completed at your expense. Carpets must be cleaned before this treatment is conducted. (Note: receipts for treatment will not be accepted after you have turned in the keys)

Re-Inspection Fee: You will be charged a re-inspection fee if you fail any part of the inspection that requires a contractor/vendor to come out to perform a service you were responsible for; if you are not ready at the time of your scheduled inspection or if utilities are not on at the time of the inspection which would require the inspectors to return to the property at a later date.

REMEMBER: If the house is not properly cleaned, someone else will have to clean it. Your deposit will then be used to pay for the labor and materials to finish this job. Or, we can do the whole job and deduct from your Security Deposit. We highly recommend using one of our vendors listed below.



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Estimate for us to clean for you: Depending on the size of the house and how dirty it is upon move-out, it could be as low as \$75 for a final touch-up cleaning or as high as \$300, or more, if you left extremely dirty. Repairs add to that number significantly as well. Remember this is just an estimate. The amount will be determined after final walk-through.

Vendor List

Carpet Cleaning – Awesome Joe (254) 462-5158

General Repairs – E&H Improvements (254) 258-7733

Pest Control – Advanced Pest Control (254) 547-8492

Lawn Care – GLC Lawn Care (254) 432-2851