



LUBBOCK

Tenant Move Out Instructions

The following information is provided as a guide (may not be all-inclusive) to assist you with your Move-Out.

1. Please make sure that you give us a forwarding address.
2. Per your lease agreement you will need to have the carpet professionally cleaned and the property treated by a licensed exterminator. If the carpets are not cleaned properly, we will have them re-cleaned at your expense.
3. **All utilities need to stay on until the FINAL day of your lease**
4. **DO NOT RETURN GARAGE DOOR OPENERS OR MAILBOX KEYS TO THE MAIN OFFICE. LEAVE THEM AT THE PROPERTY ON THE KITCHEN COUNTER. FAILURE TO DO SO WILL RESULT IN \$150 FEE ASSESSED FOR LOST GARAGE DOOR REMOTE.**
5. Return keys to our office

1. GENERAL:

- _____ Clean walls, doors, and baseboards. Remove hand marks, smudges, and dirt; remove webs, crayon marks, scuff marks, grease, food particles and other substances from walls and doors. Replace missing or broken doorstops.
- _____ Remove dust and cobwebs from ceilings, all air vents, including the return air vent.
- _____ Clean all light fixtures and ceiling fan blades, top and bottom, and exposed bulbs.
- _____ Clean all electrical outlets, switch plates covers, thermostat and security pad covers. Remove any child safety outlet plugs.
- _____ Remove nails used for picture hanging. Do not attempt to patch any nail holes. If you choose to spackle, touch up paint or putty the walls, please be advised that it could result in a charge due to the colors not matching or blending with walls. A reasonable number of small nail holes are acceptable.
- _____ Clean all windows, windowsills, and tracks from the inside. Clean patio door and windows in doors. This includes the window blinds and/or other coverings.
- _____ Clean sliding patio door tracks and closet door tracks.
- _____ Make needed repairs to screens and screen doors.
- _____ Completely clean out closets.
- _____ Replace burned out light bulbs with correct size and wattage. You will be charged \$5 each for replacement bulbs (\$20 for specialty lighting replacement).
- _____ Replace batteries in smoke alarms and carbon monoxide detectors.
- _____ Replace A/C filter with pleated filters. You will be charged \$15 to replace dirty or missing filters. Permanent filters should be washed and cleaned.
- _____ **PROFESSIONALLY** clean carpets. The original receipt is due to the property management office at move-out. If the carpets are not cleaned properly we will have them re-cleaned at your expense.
- _____ Clean all other floor surfaces of dirt, stains and marks.



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2. BATHROOM

- Clean vanity top and basin, remove lime deposits, mildew and soap scum.
- Clean mirror and medicine cabinet, and exposed light bulbs.
- Clean sinks, bathtubs, shower and their enclosures, and strainers. Remove any soap scum, dirt and lime stains and mildew.
- Remove stains, mildew and lime deposits from inside toilet bowl. Wash down outside of toilet bowls, tanks and toilet seat lids.
- Clean towel bars and toilet paper holders of any dirt, dust or hair spray build-up.
- Clean all fixtures of soap scum, mildew and lime deposits.
- Wipe down cabinets, linen closets and drawers, inside and out.

3. KITCHEN:

- Clean counter tops, sinks, fixtures, faucets and floor, including backsplash and edges.
- Clean top and inside of vent hood, to include filter and light, of all grease and residue.
- Clean cabinets and drawers inside and out. Remove any child safety cabinet and drawer latches.
- Clean inside and outside of dishwasher, including trim and remove any lime build-up.
- Clean stove top and oven (top, sides and front), including – broiler pan, elements, stove knobs, and hinges. Clean or replace burner drip pans. Make sure to clean top of stove and then lift top to clean underneath. Some stove tops will not lift.
- Refrigerator should be completely emptied, clean inside, outside and top. Do not unplug refrigerator, it should be left “on” at the lowest setting. Empty ice cube container and set icemaker to off position. If you remove refrigerator make sure that the water supply line to the icemaker is shut off and is not dripping. Serious damage could occur to flooring and you would be responsible for damage.
- Clean floors under all appliances to include washer and dryer.

4. EXTERIOR

- Clean front door and all exterior door surfaces inside and outside, include porch and patio doors.
- Mow and edge lawn, trim hedges.
- Remove pet waste, trash and debris from yard.
- Clean out garage completely, then clean and sweep garage, porch and patio areas, wash down if necessary.
- Remove oil and grease deposits from garage floor and driveway.
- Overhead garage door tracks and panels need to be free of dirt, grass and cobwebs.
- Wipe off shelves in garage and utility area.
- Clean washer and dryer connections box, make sure faucets are completely turned off.
- If applicable, pool/spas needs to be cleaned and chemically treated.

5. Be sure all windows are locked at time of move-out, DO NOT ENGAGE KEYLESS LOCKING DEVICE ON FRONT DOOR. **LEAVE GARAGE DOOR OPENERS IN DRAWER IN THE KITCHEN AND RETURN ALL THE KEYS TO OUR OFFICE. THERE WILL BE A \$150.00 FEE ADDED TO YOUR ACCOUNT IF KEYS ARE NOT RETURNED TO OUR OFFICE.**