



## ***Texas Homes Realty & Management***

*21510 Kingsland Blvd., Ste. 105, Katy, Texas 77450*

### **Move-Out Instructions**

Moving day is approaching and we wanted to remind you of your responsibilities as the tenant at move-out. We would like to schedule a move-out inspection when all items have been removed from the home. At this time, we will walk the home and list any items that have been left dirty and/or damaged (if applicable) that need attention. You do not have to be present at the time of our walk-through. If you choose to attend, please contact our office to arrange a time. If we do not hear from you, please leave the keys and garage door remotes (if applicable) on the kitchen counter. Please do not engage the keyless deadbolts.

Listed below are the steps we need you to complete regarding cleaning your home for move-out. Please note we would prefer not to have to charge you for any cleaning and/or damages, so, by completing these steps below you increase the probability of having your deposit fully refunded to you.

1. Please replace all A/C filters & Clean all A/C vents
2. Please make sure all light bulbs are in working condition
3. Please make sure all smoke detectors are in working condition
4. Carpets should be professionally cleaned. According to your lease Texas Homes Realty will schedule.
5. Please sweep and/or mop all floors
6. Please clean all countertops and drawers in the kitchen and bathroom(s)
7. Please thoroughly clean all bathtubs, showers, and toilets
8. Please clean all ceiling fans
9. Please thoroughly clean all appliances (oven, stove, microwave, refrigerator, washer, dryer) if applicable
10. Please take care of lawn maintenance. Mow, Weed, Edge and Trim.
11. Please wipe down walls, baseboards or touch-up paint as needed
12. Please remove any trash or debris
13. Leave All utilities on until the last day your lease ends. Early termination of utilities will be charged an additional fee and/or additional utility usage fees.

We ask that you pay any past due amounts prior to move-out. This helps you to know that upon move-out you have satisfied your lease and do not owe a remaining balance. Please contact the office to find out if you have a remaining balance or any late fees due. **Per Texas Law, your security deposit cannot be used towards your last month's rent.** If you have an auto payment each month with RentTrack or a check issued by your bank, please contact them to cancel the disbursements and/or deductions.

**\*VERY IMPORTANT** – During the last weeks of your occupancy, please be advised that per your lease you are to make the home showable & should Approve showings from CSS. Any/all declined showings are subject to a \$75 No Show Fee Each.

**Please provide our office with your forwarding address to ensure you receive your security deposit refund in a timely manner. Upon receipt of your forwarding address, THR has 30 days to return or account for your Security Deposit.**

Please call 281-646-9929 or email [service@txhomesrealty.com](mailto:service@txhomesrealty.com) to schedule your walk-through.

***GOOD LUCK IN YOUR NEW HOME!***