

# Move-out Instructions

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The following list is provided to assist our residents in proper move-out procedures for their leased home, as a means to communicate our expectations, to ensure maximum security deposit refund.

**Cleaning:** We expect the property to be clean and ready for a new tenant to move in. Property must be professionally cleaned, as stated in the lease agreement. It is tenant responsibility to provide receipts' validating it has been done at the time of move-out.

- *Kitchen:* Clean oven/range, cooktop, vent hood, dishwasher, microwave, counter tops, cabinets & drawers, floor, sink & faucet.
- *Bathrooms:* Clean bathtubs/shower, sinks, toilets, cabinets & drawers, mirrors, and floor.
- *Common Areas:* Clean out and wipe down closets, light fixtures, windows, air vents, doors, fireplace, and fans. Remove all nails from walls and fill accordingly.

**Carpet Shampoo:** We expect that all carpet areas in the property be professionally shampoo cleaned. It is tenant responsibility to provide receipts' validating it has been done at time of move-out.

**Utilities:** **You are responsible for all utilities until your lease expiration date at midnight.** Please make sure to leave all utilities in your name until that date, or the day after if necessary, regardless of the day that you move out and return keys, unless you have obtained written permission from the Landlord/Property Manager. If utilities are turned off early, we will charge \$150 reconnection fee for each utility service, and deduct it from your security deposit.

**Lawn Care:** Please make sure the lawn is freshly mowed and edges trimmed appropriately. All bushes/shrubs should be trimmed appropriately as well. Failure to complete these items could result in a charge of \$75 or more.

**General Items:** We expect all burnt out light bulbs to be replaced, batteries in smoke alarms to be replaced, and A/C filters to be replaced.

**Trash:** All trash should be removed from the property prior to tenant move-out. All trash and recycle bins should be empty and left on the side of the house just inside the backyard gate. Failure to leave the property free of any and all trash and debris will result in a minimum \$75 charge or more, based on the amount of trash remaining.

## **Additional Items:**

1. **If your rent is set-up to "Auto-pay" through the tenant portal, it is tenant responsibility to cancel. Plat Realty does not have the ability to view or make any changes to your tenant portal account.**
2. Please make sure the washing machine and refrigerator line connections are turned ALL THE WAY OFF, and not dripping or leaking.
3. If you are vacating during the summer months, please make sure to leave the sprinkler system ON.
4. If you are vacating during the winter months, please do NOT turn the thermostat below 60 degrees.
5. When all of the above items have been completed, please put all keys (pool, mailbox, house), garage door openers, and any cleaning receipts in a Ziploc bag with the property address written on it, and return to the Plat Realty office, located at 8765 Stockard Dr # 904, Frisco, TX 75034. If you are returning keys after normal business hours of 9am-5pm, please place key bag in our drop box located at the front door. Please return the keys to our office promptly, as ***we will continue to charge you rent until our office receives the keys to the property.***

**\*Caution\*** Please use touch up paint at your own risk. If using matched paint color from the property, please test in a small area, prior to use in large quantities, to ensure uniform color. If touch up results have noticeable differences in the color, tenant may be charged to repaint the entire area.