



MORAN PROPERTY MANAGEMENT
19115 FM 2252, SUITE 15
GARDEN RIDGE, TEXAS 78266
(210) 657-7500

MoranPM@MoranPM.com MoranPM.com
KRISTIN MORAN, REALTOR®
JAMIE PATE

MOVE-OUT GUIDELINES

If you plan to move out on the expiration date of your lease, Thirty (30) Day Notice must be given before this date. If your lease has automatically renewed on a month-to-month basis, Thirty (30) Day Notice must be given notifying Moran Property Management of your intent to move out of the property.

By law, Moran Property Management is granted thirty (30) days to return your security deposit after your forwarding address is provided in writing and all keys and garage door remotes are returned. Prorated rent will be charged to you daily until these items are turned in.

INSIDE:

- Remove all nails. Do not fill nail holes or touch up paint without approval. A poor job filling nail holes or painting will result in additional charges to redo spackling or repaint. Tenant can still be charged for touch up paint even if you follow these instructions, depending on the length of occupancy and whether it exceeds normal wear and tear.
- Remove spider webs from wall corners and ceilings. Spot clean walls if necessary.
- Clean all flooring appropriately. See further instructions for carpet cleaning. All baseboards must be dusted and cleaned. A damp cloth is recommended to clean up accumulated dust on top of the baseboards.
- Clean all windows, window sills, mini-blinds, and vertical blinds thoroughly. A damp cloth and window cleaner is recommended. Be careful not to bend or damage slats when cleaning-be advised, a broken window blind normally results in a tenant charge for a new blind.
- Clean mirrors, windows and sliding glass doors with window cleaner. Also clean window and sliding glass door tracks that have accumulated dirt.
- Replace burned out or missing light bulbs. Be sure to use the correct wattage and type. Be sure that the bulb is of the same type for each individual fixture. Replace broken globes. Clean all ceiling fans and light fixtures. Make sure the ceiling fan blades including tops and light kits are clean. Also check the ceiling around all fans, often dust has gathered and adhered to the ceiling. One of the easiest ways to clean this is to lightly sweep the ceiling with a clean broom.
- Clean fireplace, hearth and mantel, remove all ashes and debris.
- Clean all closets, storage spaces and shelving. All should be free of dust, spider webs, and miscellaneous debris. Also clean the closet door tracks.
- Replace air conditioner filters with new appropriate filters.
- Be sure all smoke detectors have new, working batteries.
- All door stops are expected to be present.



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- Have the carpets professionally steam cleaned. Be sure the carpet cleaning company will guarantee their work to Property Management's satisfaction. Renting a machine from a store or using a home cleaning machine is not acceptable. It is recommended to do this last in order to avoid getting the carpets dirty after cleaning which can result in additional charges to have the carpets cleaned again. If there was a pet(s) at the property, be sure to have the carpets treated with pet enzymes as described in the pet agreement. You must provide carpet cleaning and treatment receipts when you turn in your keys.

KITCHEN:

- Clean the stove, including cook top, drip pans, area underneath drip pans, oven and storage drawer if applicable. If the drip pans on the stove are not clean and in like new condition, it is more economical for you to replace them with new pans than to be charged for them. The area underneath the drip pans can be accessed by lifting the cook top.
- Clean the oven. Be sure to remove any cooked on liquids or foods. Some ovens provide self cleaning, do not rely on this method to completely clean. All oven racks and surfaces must be clean of food, grease and debris.
- Clean the range hood. Be sure to clean the vent, including the filter. Removable vent hood filters can be cleaned with a solution of boiling water and a half cup of baking soda. Replace burnt out vent hood light bulbs.
- Clean refrigerator. Wash and wipe clean the refrigerator and its compartments including the freezer. Do not forget to clean the exterior top area of the refrigerator and clean the rubber gasket around the refrigerator and freezer doors. Clean the bottom vent, some are removable for cleaning purposes.
- Clean the dishwasher. Run empty dishwasher one last time. Use the normal amount of soap you would for a full load. Wipe down the gasket, door and surrounding area.
- Check that the garbage disposal is clean and free of food, debris and odors. Do not use fingers to check.
- Thoroughly clean and wipe the inside and outside of all cabinets, shelves and drawers.
- Clean sinks, counter tops, and faucets. They must be free of stains, scale and rust. Return stoppers to sinks.

BATHROOMS:

- Clean counter tops, sinks, soap dishes, tiles, fixtures, showers and tubs. Make sure they are free of mold/mildew, soap scum, scale and rust. Do not use scouring powder to clean fiberglass or acrylic tubs as it will ruin the finish.



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BATHROOMS:

- Clean mirrors and light fixtures as described.
- Thoroughly wipe and clean the inside and outside of all cabinets, shelves and drawers.
- Clean toilets inside and out. Clean toilet seat surfaces, top and bottom.
- Make sure sink stoppers are present.
- Mop and/or vacuum flooring.

EXTERIOR:

- Lawn must be neatly mowed and edged, trees and shrubs trimmed and pruned and lawn watered.
- All trash, garbage and debris must be removed from the premises. Any trash that exceeds normal pick up must be coordinated and hauled off.
- Walkways, driveways, patios and garage floors must be cleaned, free of oil, grease, stains and other stains. Pressure washing works well for this.
- Clean outdoor light globes and replace any burned out or missing light bulbs.
- If anyone has smoked outside, remove all cigarette butts from the property.
- Any trash and recycling bins must be left empty and clean in the garage.
- If there were any pets on the property, all animal droppings must be picked up and disposed of properly and property must be treated for pet-related pests as described in the Pet Agreement. This includes both inside and outside.

CLEANING CHARGES CAN BE APPLIED AGAINST YOUR SECURITY / PET DEPOSIT(S) SHOULD THE PROPERTY NOT BE RETURNED IN PROPER CONDITION AS OUTLINED ABOVE.

TENANTS ARE NOT PERMITTED BACK IN THE PROPERTY AFTER VACATING.

TENANT SIGNATURE

DATE

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DATE