

# KPI

Kennerly Properties, Inc.

## MOVE OUT INSTRUCTIONS

Thank you in advance for taking care of items needed in order to receive your Full Deposit back to you.

Your lease requires you to leave the property ready for a new tenant to move in.

Per your lease all utilities are to be left on in your name until the end of your lease term, not your move out date. Your move-out inspection will not be done until the 1<sup>st</sup> day after your last day of your lease term unless otherwise agreed. Per your lease deposit addendum, your deposit refund will be mailed to you from the owner of the property, with invoices of any repairs taken from your deposit. If you owe any money to **KPI** or the owner for repairs, late or NSF fees they will be taken from your deposit.

### CARPETS:

Unless your lease states otherwise you are to have carpets cleaned at your move out using **Carpet Masters @ 972-724-2022**, they also take credit cards and can use the lockbox to enter property. If there are any repairs needed to carpet Carpet Master can also help.

### YARD CARE:

Make sure you call **Tru-Green Chemlawn** to cancel any contracts you had with them per your lease, **Debra...@.972-422-1161**.

Mow, edge, weed-eat, shrubs trimmed and flowerbeds cleaned out any dead shrubs or grass replaced with new. If you have a pet yard needs to be filled in from holes or dog tracking, and all pet waste removed. If you are in need of a yard company call **Tony Pendledon...@ 940-206-5474**. **Even though owner may have provided yard care you were responsible for watering, if grass, shrubs, trees have died you are responsible for replacing.**

### CLEANING:

The home must be completely cleaned including but not limited to the following:

All hard surface floors and counters

All sinks, tubs, showers, shower doors, toilets, mirrors, appliances inside/out

Inside of all drawers and cabinet items removed and cleaned

All wood work and switch plates cleaned including baseboards and window sills.

We recommend using **Bloomin Blinds** for blind cleaning, repairs/replacement

**Karen, Kelsey...@ 972-490-4100**

For make readies we recommend **Isis...@972-781-8480** or

**Scrubs Home Cleaning...@ 972-294-8639**

## **REPAIRS:**

**Per your lease the tenant is not allowed to do any repairs on the property. Unless authorized by owner or KPI. Please bring to our attention anything that is need of repair.**

## **OTHER:**

All personal property removed including trash. Any items left at property will be hauled away at your expense.

Replace any burned out light bulbs (like same) and replace any HVAC filters and batteries in smoke detectors if needed.

Remove any satellite dish or system at property and patch and touch up paint if needed.

All pest control is your responsibility.

Make sure sprinkler system is working and sprinkler heads are not in need of replacing.

Leave garage door remotes in drawer and replace batteries if needed.

Make sure you have called to have all your mail forwarded, future tenants or KPI will not forward your mail.

Leave all keys, including mailbox, pool or clubhouse in drawer.

When removing refrigerator make sure you cap ice maker line, any water leak cleanup or repair will be charged to you.

Per HOA rules that might apply trash & trash cans cannot be left in alley or front of house unless you have called city for pick up.

We enjoyed the relationship we have with our owners as well as tenants. If you need help with your move-out or have any questions please call or email our office. If you ever need a future reference please let us know.

Karl & Jean Kennerly

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