

## **MOVE OUT INSTRUCTIONS**

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

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

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 at least 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.

### **SHOWINGS:**

Please expect house to be shown when you leave to go to work everyday so have house ready to show, picked up, personal items put away, dogs crated or gated so full house can be viewed. The better it shows the faster it will lease or sell & we will stop showing. Do not lock keyless deadbolts on front door. Please remember we can cancel all showing per your lease until you have vacated, and you pay the penalty for this cancellation (no showing while occupied), otherwise tenants are not to cancel showings but can re-schedule unless authorized by **KPI. Per your lease we can charge you a daily trip charge for each showing declined by tenant.**

### **CARPETS:**

**THIS MUST BE SET UP A WEEK IN-ADVANCE TO SCHEDULE** ...Unless your lease states otherwise you are to have carpets cleaned at your move out using **Fire-Fighter Carpet Cleaning @ 972-345-9977**, they are allowed to use the lockbox to enter property. If carpet is in need of replacement this will be done by **KPI. Please make sure you vacuum the carpet as well as the edges all around the house prior to cleaning, to insure the best cleaning. All Carpet in House Including Hallways, Stairways, Closets and Bathrooms Must be cleaned.**

### **YARD CARE:**

Make sure you call **Tru-Green Chemlawn** to cancel any contracts you had with them per your lease, **Lauren...@.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 **Auston Payne 214-505-1297** or **Leo's Landscaping 469-446-4004** 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.

**MUST BE CALLED A WEEK IN-ADVANCE TO SET UP SCHEDULE...** We

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

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

For make readies we recommend **Valerie @ 469-556-0850...or Isis...@972-781-8480**

### **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. No painting will be allowed by a tenant unless otherwise approved through KPI.**

### **OTHER:**

**All Utilities must stay on in your name until the last day of your term.**

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 .

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, Garage door remotes, 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..

Karl & Jean Kennerly

972-492-2000