

TENANT MOVE-OUT PROCEDURES

Propertycare, LLC (“Propertycare”) expects that, aside from normal wear and tear over the course of the lease, that our properties be surrendered to Propertycare at the end of the lease in a similar condition as at the beginning of the lease. This is the primary purpose of security deposits. In order for Propertycare to refund as much of your security deposit as possible without make-ready deductions, please review the following move-out guidelines. These guidelines are subject to the written terms of the lease and the State of Texas landlord tenant law.

- The full term of the lease contract has been met or the full rental balance of the lease has been paid in full.
- Written Notice of Tenant's Intent to Vacate form has been completed and received by Propertycare per the terms of the written lease along with forwarding addresses.
- Deduction from your security deposit will be made for any damages incurred during the term of the lease beyond normal wear and tear.

Move-out Cleaning Checklist:

- a) Stove / Microwave: Clean the oven, broiler pan, burner pans & underneath burners. (Most stove tops lift up for easy cleaning.) Clean the inside and outside of the microwave.
- b) Vent Hood / Washer / Dryer: Clean greasy residue from inside & outside of hood; aluminum filter may be washed in sink or dishwasher. Wipe down the exterior of the dryer and washing machine, clean lint filter in the dryer, sweep behind washer and dryer, report any potential plumbing leaks to property manager.
- c) Refrigerator (if applicable): Clean inside, outside, underneath and behind. Most refrigerators have caster wheels on the bottom. Do not snag vinyl floors. Defrost and wipe water from beneath lower crisper trays. Leave refrigerator door open if electricity is to be turned off.
- d) Bathrooms: Clean all sinks, tubs, vanity counters, medicine cabinets & toilets as well as floors in each bath completely.
- e) Vinyl / Tile / Hard Surface Floors: Mop hard surface areas as needed. Leave all flooring surfaces undamaged, unstained & odor free. Clean tile surfaces and grout as needed.
- f) Carpet: Tenants are required to have carpets professionally cleaned at the time of move-out. This must be done after you have completely removed all your belongings and vacated the property. A receipt from a professional carpet cleaning company must be provided to us when you turn in your keys. Carpet steam cleaning can be scheduled by Propertycare, LLC and reduced from the security deposit at a direct pass through cost for your convenience if you choose. Our preferred vendor is Texas Steam Team (<http://mysteamteam.com/>). Do not rent machines from a store or use home cleaning machines, only professional cleaning is acceptable.
- g) Woodwork & Doors: Wash off fingerprints & spots. Clean all baseboards and window sills. Dust any crown molding, ceiling fans, light fixtures, and ceilings as needed.
- h) Counter-tops / Cabinets / Closets: Remove all shelf paper, decals, hangers & trash. Clean cabinet doors inside and out and wipe down all shelves. Clean all counter tops. Empty and vacuum all closet areas.

- i) Doors / Windows: Clean window panes, sills and aluminum frames inside and out. Do not damage window screens. Clean the inside and outside of all interior and exterior doors.
- j) Drapes / Blinds / Smoke Alarms: Dust and / or wash all mini-blinds and vacuum all drapes. All smoke alarms must be present, installed and in working order. Replace backup batteries in smoke alarms as needed.
- k) Walls: Wipe down walls and or clean throughout as needed.
- l) Walls / Light Fixtures & Ceiling Fans: The repair of wall damages such as holes or unauthorized changes in paint color caused by the tenants will be deducted from security deposits. Clean all light fixtures and ceiling fan blades and replace any burnt out or missing light bulbs.
- m) Garage / Patio / Porches / Decks / Yards: Mow yard as per terms of the lease, remove all trash, fill any holes in the yard, clean and sweep porches. Smoke stains on the porches will be deducted from the security deposit for pressure washing. Clean all porches, patios, and garage floor and leave no debris in the garage, yard, or home.
- n) Personal Property: Any personal property remaining that has no value should be placed in the trash can and the trash can placed at the curb on the appropriate trash day. Any personal property remaining that has no value that will not fit in the trash can should be disposed of by placing at the curb on the proper day for City Trash Pickup of large objects such as furniture, sports equipment, computer equipment. Please call the City trash department to coordinate the large trash pickup days for your area. The cost disposing of any personal property of no value that is left at the property will be deducted from your security deposit. Please remember to remove any items that you may have stored in the attic.
- o) House Keys / Garage Door Opener Remotes / Ceiling Fan Remotes: All house keys and any remote controls shall be delivered to PropertyCare before the end of your lease period or placed in the instructed location.

It is in our experience that after the work and stress of moving out, tenants may be too tired to clean the house.

We recommend considering a professional cleaning company. You are certainly free to choose any company or use our recommended company: Select Cleaning Service (832) 427-6412.

If you hire a professional cleaning service you should provide them a list of what we expect and oversee and inspect their work.

Please follow the above instructions carefully. If the house does not meet the prerequisites after the inspection, applicable charges will be made with no exceptions.

Tenants are not permitted back on the property after vacating.

Upon leaving, please be sure to fully secure the property by locking all windows and doors and please do not lock the keyless deadbolts.

Within 30 days of your surrender of the property, the tenant will receive the following items: The security deposit less any repair, cleaning, maintenance deductions as noted by an itemized list of items and their respective costs as well as photos of any property condition issues that had to be re-mediated after your surrender of the property.



If any repair or cleaning, other than carpet cleaning, beyond normal wear and tear has to be scheduled by PropertyCare, there will a maintenance coordination charge of \$150 reduced from the security deposit, this charge does not apply to carpet cleaning if it has been previously communicated as noted above. Below, you will also find minimum charges related to common repair items.

For any additional questions regarding the move-out process or security deposits, please contact PropertyCare.

Written correspondence can be sent as follows:

Email:
info@propertycarehouston.com

Address:
PropertyCare, LLC
9219 Katy Freeway, Ste 270
Houston, TX 77024

Item	Min. Charge	Item	Min. Charge
General Cleaning	\$ 150.00	Replace bathroom faucet	\$ 70.00
Carpet Cleaning	\$ 100.00	Replace faucet handle	\$ 15.00
Clean range or cooktop & under burner trays	\$ 20.00	Replace faucet aerator	\$ 5.00
Clean refrigerator	\$ 40.00	Replace Tub/shower fixture	\$ 150.00
Clean oven and drawer	\$ 30.00	Replace toilet tank lid	\$ 50.00
Clean stove hood	\$ 20.00	Replace toilet seat/lid	\$ 25.00
Carpet repair (per room)	\$ 100.00	Replace toilet	\$ 175.00
Drain cleaning (toilet, sink or street drain due to negligence)	\$ 250.00	Repair or replace toilet parts	\$ 50.00
Clean kitchen cabinets	\$ 50.00	Replace garbage disposal	\$ 125.00
Clean kitchen floor (under range)	\$ 30.00	Replace kitchen/bath stopper	\$ 10.00
Clean toilet and sink (per bathroom)	\$ 25.00		
Clean bathroom cabinets & floor	\$ 30.00	Replace single window pane	\$ 100.00
Vacuum throughout dwelling	\$ 50.00	Replace double window pane	\$ 250.00
Clean greasy driveway	\$ 50.00	Replace mini blinds (each)	\$ 25.00
Clean fireplace	\$ 50.00	Replace window screen	\$ 65.00
Replace carpet (per room)	\$ 300.00	Replace smoke alarm	\$ 25.00
Remove carpet stains (per stain)	\$ 100.00	Replace smoke alarm battery	\$ 5.00
Repair carpet (per room)	\$ 100.00	Replace outlet or switch	\$ 20.00
Repair hardwood flooring	\$ 100.00	Replace outlet or switch plate	\$ 5.00
Refinish hardwood flooring (per room)	\$ 300.00	Replace light bulbs (each)	\$ 5.00
Repair floor tile (per room)	\$ 75.00	Replace light fixture	\$ 50.00
Repair entire tile floor (per sq ft)	\$ 10.00	Replace ceiling fan	\$ 125.00
Replace resilient flooring (per sq ft)	\$ 3.00		
		Replace interior door knob/locks	\$ 100.00
Replace garage door remotes	\$ 60.00	Replace exterior door knob/locks	\$ 200.00
Replace garage door opener	\$ 300.00	Entrance key not returned (each)	\$ 10.00
Replace sliding glass door (single)	\$ 200.00	Mailbox key not returned (each)	\$ 10.00
Replace sliding glass door (double)	\$ 400.00		
Replace sliding screen door	\$ 125.00	Sod repair or replacement in yard (per sq ft)	\$ 3.00
Replace sliding door screen	\$ 75.00	Landscaping plant replacement (per plant)	\$ 25.00
Replace storm/screen door	\$ 300.00	HVAC Repair (due to negligence)	\$ 150.00
Replace exterior door	\$ 400.00	Replace thermostat	\$ 75.00
Replace interior door	\$ 175.00	Trash removal-interior or exterior	\$ 150.00
Replace door stop (each)	\$ 5.00	Damage to woodwork	\$ 25.00
Cover crayon marks	\$ 25.00	Damage to cabinet	\$ 50.00
Repair dry wall	\$ 100.00	Replace ceramic countertop	\$ 450.00
Repair nail holes (per hole)	\$ 5.00	Repair ceramic countertop tile	\$ 50.00



Repaint (wall/ceiling) Outside normal wear/tear (per sq ft)	\$ 2.00	Repair laminate countertop	\$ 200.00
Replace medicine cabinet	\$ 75.00	Replace laminate countertop	\$ 350.00
Replace bathroom mirror	\$ 150.00	Repair porcelain	\$ 200.00
Replace towel bar/rings or toilet paper holder	\$ 25.00	Repair to tile tub surround	\$ 50.00
Chip on kitchen appliance	\$ 25.00	Replace tile tub surround	\$ 450.00
Replace kitchen faucet	\$ 200.00	Repair Quartz or Granite Countertops	\$ 450.00
Replace kitchen/bath stopper	\$ 10.00	Replace Quartz or Granite Countertops	\$ 1,000.00