

Fitzpatrick Real Estate LLC

1808 Brothers Blvd Ste F
College Station, TX 77845

Move Out Procedures

Please remember:

- Return your keys, garage door openers, gate keys, etc.
- Complete your Security Deposit Refund form and return to the office.
- ***Please do not leave paper work or keys in the rental unit.***
- Please use the drop box in front of our office, where you have been placing your rent checks, to drop keys and paperwork.
- Helpful hints to use for your Move-Out/ Return of Deposit:
(General Tenant repairs called in 30 days before your lease end may be charged against your deposit return.)
Kitchen:
___ **Oven: Clean inside oven, broiler, oven racks, wipe down inside and out, remove cleaner residue.**
___ **Stove: Clean top thoroughly. Don't forget drip pans and underside of**

cook top. Clean vent hood. Drip pans can be purchased at Lowes and Home Depot.

___ Refrigerator and Freezer: Remove all food. Remove vegetable bins and clean bottom; clean racks; bins and door shelves. Clean top, front and visible sides of refrigerator. DO NOT UNPLUG OR TURN OFF. This can result in damages to the appliance and a repair or replacement may be charged.

___ Dishwasher: Clear all debris from inside, clean inside and wipe down exterior. Run dishwasher on a full cycle with a little bleach to sterilize and remove minor stains.

___ Cabinets and Drawers: remove all food. Remove all shelf paper. Wipe out insides of cabinets to remove dust and crumbs. Wipe down fronts of cabinets and drawers.

___ Counters: Wipe down thoroughly. (Soft scrub works great on stains!) Remove all grease spots. Do not use steel wool on countertops, as this might remove the surface material.

___ Sinks: Scour sinks and polish fixtures.

___ Lights: Clean light fixtures, switches and ceiling fans. Clear fixtures should be free of cleaner streaks and water spots. Clean outlets with a soft cloth. Replace any burned out bulbs. You will be charged for missing or burned out bulbs.

___ Walls: Wipe any food particles or grease off walls. Wipe down any cobwebs.

___ Floors: Sweep under and between appliances and cabinets. Mop floors thoroughly. Wipe down baseboards to remove dirt and residual grease.

Bedrooms:

___ Wipe down all shelves, including closet shelves and rods.

___ Use glass cleaner on any mirrors and clean windows.

___ Clean light fixtures. Clear fixtures/bulbs should be free of streaks and water spots. ___ Wipe down ceiling fans to remove dust buildup, especially on fan blades.

___ Dust corners for cobwebs.

___ Clean all switch plates and outlet plates. Be careful.

___ Wipe down mini-blinds and vertical blinds to remove dust and dirt.

Living Rooms:

___ Wipe down all baseboards and window sills.

___ Clean windows.

___ Clean light fixtures.

- ___ Wipe down ceiling fans to remove dust buildup, especially on fan blades.
- ___ Dust corners for cobwebs.
- ___ Clean all switch plates and outlet plates. Be careful.
- ___ Wipe down mini-blinds and vertical blinds to remove dust and dirt.

Bathrooms:

___ Tub/Shower: Clean tile with non-abrasive cleaner. Scour tub. Wipe down outside of tub/shower. Clean sliding tracks for shower (if applicable). Remove mildew (Tilex works great). Polish fixtures. Remove any rubber bath mats or shower curtains.

___ Toilet: Clean and disinfect toilet bowl. Wipe down base, seat, top and sides.

___ Cabinets and Drawers: Remove any peeling shelf paper. Clean out and dust debris from cabinets and drawers. Wipe down exteriors of cabinets and drawers.

___ Counters: Wipe down thoroughly. Use non-abrasive cleaners.

___ Sink: Scour sink and polish fixtures.

___ Walls: Clean any debris from walls and doors. Dust for cobwebs.

___ Floors: Sweep and mop floor thoroughly. (Remember to get behind the toilet) ___ Please take or trash your toilet scrubber and plunger. Do not leave behind.

General House Cleaning Tips:

___ Wipe down all windowsills, baseboards and woodwork.

___ Remove dust and debris from sliding window and door tracks.

___ Remove ashes from fireplaces and wipe down fireplace area (if applicable).

___ Clean all window glass and mirrors.

___ Clean all light fixtures, decorative bulbs and ceiling fans. You will be charged for missing or burned out bulbs.

___ Dust all surfaces to remove dust and cobwebs.

___ Clean door facings and wipe down front and back doors.

___ Mop all floors.

___ Clean your front door inside and outside and sweep off your porches.

___ Carpet Cleaning. ***MUST BE BY A PROFESSIONAL SERVICE. GROCERY STORE RENTAL MACHINES ARE NOT ACCEPTABLE.*** You must attach a copy of the receipt with your return of deposit form. ***IF THERE IS NO RECEIPT ATTACHED, CARPETS SHALL BE CLEANED AND DEDUCTED FROM SECURITY DEPOSIT.***

___ Replace AC filters. All smoke detectors should have a battery in place. Sweep out HVAC closets. You will be charged for missing batteries and dirty filters.

___ Use a broom or vac attachment to clean the air filter exterior grate and the return grates in all the rooms.

___ Sweep patios/decks/porches and garage/carport/storage areas. Remove any oil spots from garage floors and driveway.

___ Clean all switch plates, light switches and electrical outlets. ___ Check your attic if you have stored any items there.

Grass:

___ To be mowed, edged, weed-eater & flowerbeds weeded professionally. Supply the receipt. Your lawn care was done professionally when you moved in.

Garage:

___ Washed out, any oil stains removed.

Washer/Dryer:

___ Run a clean cycle and wipe down exterior. ___ Clean out lint trap and wipe down exterior.

Last Month's Rent:

___ Pay your rent in full. Upon closing out your file, the days after the lease end date will be credited back on your deposit return.

Important Note Regarding Trash and Trash Cans:

___ All trash cans are to be placed at the street.

___ All large items such as couches placed at the street.

___ Recycle cans that have other items in it will not be picked up.

Charges will apply ___ Extra trash bags not in the can will not be picked up. Charges will apply..
