



HENDRICKS REAL ESTATE  
9600 Escarpment Blvd  
Suite 745-45  
Austin, TX 78749  
512-201-4350

## **Move Out Process**

We are sorry to be losing you as residents. Please carefully review this document to ensure a smooth move out process and receive a full refund of your deposit.

- \_\_\_\_\_ Initial(s)
- 1) You have not relinquished your tenancy and responsibility for the the property until you have surrendered the property to Hendricks Real Estate. Surrendering is defined as returning the keys to the property and submitting a completed copy of this form. You have 2 options to return the keys and this document:
- a. Drop off keys and paperwork at Postmark'd, 9600 Escarpment Blvd #745-45. Place the items in an envelope with #45 written on it and drop off with anyone at the counter. Postmark'd is located in the Escarpment Village Shopping Center, next to a Starbucks. Hours are 8a-6p Mon-Fri, 9a-3p on Sat, Closed o Sunday. There is NOT an after hours drop box.
  - b. Leave all keys in the house and lock the door behind you (using the knob lock only). Email (tim@512re.com) or fax (512-236-5257) a copy of this document.
- \_\_\_\_\_ Initial(s)
- 2) Other access devices (garage door remotes, pool keys, gate fobs, etc) should be left on the kitchen counter
- \_\_\_\_\_ Initial(s)
- 3) All trash must be removed from the trash cans, and trash cans must be stored in the garage or back yard (not left at curb)
- \_\_\_\_\_ Initial(s)
- 4) Utilities must remain on in your name until the last day of your lease, regardless of whether you surrender the property before the last day of your lease
- \_\_\_\_\_ Initial(s)
- 5) Please refer to your Pet Agreement, if applicable, for specific requirements related to your pets. Most Pet Agreements require carpets to be professionally cleaned and a flea treatment completed, with appropriate documentation.
- \_\_\_\_\_ Initial(s)
- 6) We complete move out inspections AFTER the property has been surrendered. This document lists what we inspect for, and the most common deductions that occur. Our goal is ALWAYS to refund 100% of your deposit
- \_\_\_\_\_ Initial(s)
- 7) A Deposit Disposition Statement, along with any refund (if applicable) will be sent to you within 30 days. The refund check will be made payable to all tenant(s) on the lease agreement. If you have a balance due, the balance must be paid within 30 days or the debt will be turned over to a collection agency.

## **Move Out Inspection Items**

- \_\_\_\_\_  
Initial(s)
- 1) Kitchen: Pantry shelves, cabinets and drawers cleaned. Any shelf liners removed. All items removed from fridge/freezer/dishwasher. All appliances cleaned, inside & out.
- \_\_\_\_\_  
Initial(s)
- 2) Bathrooms: All surfaces thoroughly cleaned, including shower doors and walls, toilet base, sink basins, mirrors, etc.
- \_\_\_\_\_  
Initial(s)
- 3) Floors: Sweep & mop wood floors, professionally clean carpets, mop linoleum/tile floors
- \_\_\_\_\_  
Initial(s)
- 4) General Interior: Baseboards, shelves & built-ins wiped down. No cobwebs on walls or ceilings. Interior of all windows cleaned. Blinds, vents & ceiling fans dusted.
- \_\_\_\_\_  
Initial(s)
- 5) AC Filters replaced. All smoke detector batteries in place & not chipping. All light bulbs in place and functioning.
- \_\_\_\_\_  
Initial(s)
- 6) General Exterior: all trash/debris removed from yard, garage & storage sheds. Lawn mowed and trimmed. Garage & porches swept out.
- \_\_\_\_\_  
Initial(s)
- 7) Paint: DO NOT TOUCH UP PAINT OR FILL/SPACKLE HOLES. Bad touch up & patch jobs often require repainting of entire rooms or houses. Normal wear & tear (small nail holes, 1-2 small scuff marks per room) will not be charged to your deposit.
- \_\_\_\_\_  
Initial(s)
- 8) This is a list of the most common deposit deductions. Double check these items to ensure that you receive a full refund!
- Bad paint touch ups or holes spackled
  - Pet Agreement requirements not satisfied (carpet/flea)
  - Missing or burnt out light bulbs
  - Dirty air conditioning filters
  - Trash left in cans or trash cans left at street
  - Interior cleaning - fridge, blinds, fans, showers
  - Dirty appliances
- \_\_\_\_\_  
Initial(s)
- 9) Know that move out will be busy and don't want to clean? Contact us at least 1 week before move out and we can arrange to have the unit professionally cleaned. Costs typically range from \$150-\$350, depending on the size of the home and amount of work required. We just pass along the actual cost - no mark-ups.
- \_\_\_\_\_  
Initial(s)
- 10) If we have to have work done at the property (other than a pre-notified cleaning as specified in Sec 9) that is charged to you, there will be a \$100 administrative fee charged to your deposit for coordinating the work.

## **Forwarding Address**

The undersigned tenant(s) agrees that he/she/they have completed vacated the property and have surrendered it back to the Landlord for inspection.

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Property Address

Surrender Date

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Print Name

Signature

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Print Name

Signature

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Print Name

Signature

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Print Name

Signature

Our Forwarding Address Is:

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