



PROPERTY MANAGEMENT OF TEXAS

704 West 24th Street

Austin, Texas 78705

Office: 512-476-2673

Office Hours: Monday to Friday 9:00am to 5:30pm (Night Drop Box Available)

MOVE OUT INSTRUCTIONS

We would like to take this opportunity to thank you for your stay with us. The instructions below are provided to make your move-out transition as easy as possible. If you have any questions about the process, please contact our office as soon as possible.

In order to be eligible for timely refund of your deposit and minimize deductions, the following items must be completed:

- Submit a written notice of intend to vacate and your forwarding address at least 30 days prior to the last day of your lease.
- Move all residents, their belongings, furniture, and trash out of the property by the date given in the notice.
- Replace the air filter with a new filter of the proper size and type.
- Arrange to have the property and carpet **PROFESSIONALLY** cleaned by the date of your move-out. We strongly recommend that you schedule these services (*see list recommended vendors attached*). **Save the receipts for cleaning services – they must be submitted with your keys. Cleaning and carpet cleaning should take place after everyone has moved out for best results.**
- Schedule utility cut-off to take place after the cleaning and inspection.
- Return **ALL** keys, mail keys, other access devices, and permits to your office.

After all residents have turned in keys, the property manager will inspect the property and determine whether further maintenance or cleaning will be required at your expense. If you do not owe rent or other sums, have completed all the steps above, and no further work will be required, your deposit will be refunded. Refunds take up to thirty days of inspection. Otherwise, we will send the balance of your deposit to your forwarding address once your move-out is complete. We will issue only **ONE deposit check** made to all residents, NO exceptions.

The following is a partial list of charges that you may incur for failure to complete your move-out responsibilities. Actual costs may vary from these estimates.

Rekeying	\$45 and up	De-Fleeing	\$100 and up
Remotes	\$65 and up	Odor Treatment	\$100 and up
Cleaning	\$125 and up	Light Bulbs	\$5/bulb and up
Carpet Cleaning	\$100 and up	Air Filter	\$25 per filter

Thank you for helping us makes the move-out process as efficient and pleasant as possible.

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Recommended Vendors List:

Cleaning:

- Ultimate Touch Cleaning – 737-932-2618
- Jenn Cleaning – 213-446-9540
- Morehands Maid Service – 512-479-7978
- Israel Cleaning – 512-789-7671

Carpet Cleaning:

- Miguel Orta Carpet Cleaning – 512-619-8879
- Carpet Warehouse – 512-335-8138
- Powerhouse Carpet Cleaning – 512-441-0800