



Move Out Procedures Addendum

Your lease agreement requires that you leave the property clean and in the condition in which you found it when you moved in, subject only to normal wear and tear, as per your Move In Inventory and Condition Form. The purpose of this addendum is to help you prepare to turn your home over to Wright Property Group once you vacate the home and at the same time avoid costly items that could be deducted from your security deposit.

The instructions provided below must be followed to the best of your ability in order to maximize the refund of your security deposit. If you do not clean in accordance with the required specifications detailed below, you will be held liable for reasonable cleaning charges – including charges for cleaning carpet, walls, appliances, etc. that are soiled beyond normal wear or are damaged.

PREPARING FOR MOVE OUT:

- ☐ After submitting a 60 Day Written Notice we prorate your rent for your move out month.
- ☐ Pay any outstanding balances on your account.
- ☐ You must provide your complete forwarding address to wayne@wrightpg.com. Failure to do so will result in a delayed deposit itemization process.
- ☐ Keys, garage door openers, mailbox keys, etc. must be surrendered by the expiration date of the lease or additional prorated rent will be charged daily until they are returned.
- ☐ All gate access remotes as well as any keys given to access any neighborhood amenities (i.e. pool, clubhouse, etc) must be surrendered as well or a penalty could be incurred
- ☐ Utilities must be left on for 3 business days from surrendering all keys and access devices so that a final move out inspection can be conducted.
- ☐ If the utilities are not on for the move out inspections, you will be charged a \$65.00 trip charge.
- ☐ Call utility and water companies and arrange for a final meter reading –(remember utilities must be left on for 3 business days from when your keys and any other remotes have been surrendered.)

PREPARING FOR MOVE OUT (Continued):

☐ We will conduct a final move out inspection within 3 business days after all furnishings have been removed, all cleaning has been completed, and the keys are surrendered to Wright Property Group. For your convenience, all keys and remotes can be left on the kitchen counter on the last day of your lease. Simply lock the bottom lock of the front door as you make your final exit. We will be by the home the following morning to retrieve those items.

CLEANING PROCEDURES

KITCHEN:

- ☐ The refrigerator must be thoroughly cleaned including freezer, shelves and drawers if present in your rental agreement.
- ☐ The range must be cleaned in all areas including the oven and shelves.
- ☐ The vent hood must be cleaned outside and underneath including the filter.
- ☐ Microwave oven (if applicable) must be cleaned inside and out.
- ☐ All cabinets and drawers must be wiped clean inside and out.
- ☐ Sinks and countertops must be clean and free of hard water residue.
- ☐ Floors and baseboards must be cleaned thoroughly.

BATHROOMS:

- ☐ All fixtures must be clean, shiny and free of soap film.
- ☐ Cabinets and drawers must be wiped clean inside and out.
- ☐ Shower enclosures must be clean and free of soap film and mildew.
- ☐ Toilets must be cleaned inside and out.
- ☐ Floors and baseboards must be cleaned thoroughly.

GENERAL:

- ☐ All carpets must be vacuumed and stain free.
- ☐ Windows are to be cleaned including window sills and tracks.
- ☐ Blinds must be clean, dust free and in good working condition.
- ☐ A/C vents and filters must be cleaned or replaced.
- ☐ All doors and trim must be wiped down and clean.
- ☐ All switch plates and wall outlets should be cleaned.
- ☐ **Remove nails, screws, and hooks from walls, and ceilings.**
- ☐ **DO NOT patch any holes.**
- ☐ **DO NOT touch up paint, even if there is paint at the house.**
- ☐ Patios/balconies must be clean and free of dirt, trash and debris.
- ☐ Replace any burned out or missing light bulbs.
- ☐ Clean ceiling fan blades and light fixtures.
- ☐ Clean fireplace, hearth, mantle, and remove any ashes or debris.
- ☐ Clean all closets and storage spaces.
- ☐ All smoke alarms must be operative and intact. Replace any batteries as necessary.

OUTSIDE:

- ☐ Lawns must be neatly mowed and edged, trees and shrubs pruned or trimmed, yards watered and all trash and debris removed.
- ☐ Any animal droppings are to be picked up and disposed of off premises.

CLEANING PROCEDURES (Continued)

OUTSIDE:

- ☐ All trash and garbage must be removed from the premises (including curbside). If you have trash that exceeds normal pickup, you are to arrange to have it hauled away.
- ☐ Replace any damaged or missing window screens and windows.
- ☐ Walkways, driveways, patios, and garage floors must be cleaned and free of oil, grease, and debris.
- ☐ Repair any pet damage and treat for fleas/ticks, etc.
- ☐ Clean outdoor light globes, replace any burned out or missing bulbs.

It has been 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. If you hire a professional cleaning service, you should provide them with a list of what we expect, and oversee and inspect their work. Any items not addressed to Wright Property Group standards are subject to additional charges. The cleaning company we recommend is Mrs. Kleen and they can be contacted at (480) 321.6040.

CARPET CLEANING:

Tenants are required to have carpets **PROFESSIONALLY CLEANED** at the time of move out. **DO NOT** rent machines from a store or use a home cleaning machine. Only professional cleaning is acceptable. Be sure to have any spot treatment or pet treatment done as needed. The carpet cleaning company we recommend is Truckmount Steam Clean and they can be contacted at (210) 309-1415. If you hire Truckmount Steam Clean and we are not satisfied with the carpet cleaning, we will go directly to Trumount Steam Clean for a reclean at no charge to you. If you hire a carpet cleaner outside of our recommendations, be sure that the carpet cleaner will perform their work to Wright Property standards. A receipt must be provided to management upon move out and can be emailed wayne@wrightpg.com

PLEASE consider that the cheapest carpet cleaning service will not perform a proper and sufficient cleaning. Anticipate that you must pay for corrective cleaning in the heavily soiled areas. If the carpet is not cleaned properly, even though a receipt has been turned in, we will deduct from your deposit the cost of proper carpet cleaning. Carpet cleaning should be completed after furnishings and boxes have been moved from the unit and after the cleaning has been done.

Please follow the above instructions carefully. If the house does not meet the expectations after the inspection, applicable charges could be assessed.

Upon leaving, please make sure to fully secure the property by locking all windows and doors, and setting alarm systems if so equipped. **DO NOT LOCK DEADBOLTS FROM THE INSIDE!** The following is an estimate of charges. These are merely estimates and may vary depending upon the circumstances.

Cleaning Service Charges:

Carpet \$200.00 +	Oven \$ 50.00 +
Refrigerator \$ 50.00 +	Freezer \$ 40.00 +
Counter / Cabinets \$ 10.00 + each	Toilet \$ 30.00 +
Drawers / Sinks \$ 10.00 + each	Bathtub \$ 50.00 +
Dishwasher \$ 20.00	Mirrors \$ 20.00 + each
Mini blinds \$ 20.00	Windows / tracks \$ 50.00 + each
Vertical blinds \$ 50.00	Floors \$ 50.00 +
Ceiling fan \$ 35.00	Patio/Garage \$ 75.00 +
Sliding door \$ 35.00	Air Filter \$25.00 +
Vent Hood \$ 35.00 +	Furniture removal \$100.00 +
Walls \$ 50.00 + per wall	Trash removal \$120.00 +
Fireplace \$ 75.00 +	Rekey \$120.00 +

If there is damage to the property that is determined to be a tenant responsibility all work will be completed by a third party contract with a 20% surcharge added by Wright Property Group for overseeing these repairs. It is our intent to make sure you get your security deposit back and if prior to vacating the property you have some concerns regarding property damage please contact our office at (210) 298-3948 or email wayne@wrightpg.com.

We hope that you have a pleasant move and wish you well in your new home. Remember, state law mandates we return security deposits and itemizations within 30 days of you vacating the property, surrendering keys and providing a forwarding address. We do our best to get it out sooner to you. If you have any questions concerning deposit deductions or refunds, please submit them in writing to wayne@wrightpg.com.

Thank you for your cooperation,

Wright Property Group

Tenant

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