



1810 8<sup>th</sup> Ave. Fort Worth, TX 76110 | 817-744-8434 | info@1stRealty.net

### **Move Out Instructions**

As your move out date approaches there are several things you can do to ensure a smooth transition.

First and foremost, your Security Deposit is not your last month of rent. We will not apply deposits to the last month, nor will we change move out dates after a date has been confirmed. Forgoing the last month of rent will result in late charges, fees, and ultimately eviction. 1<sup>st</sup> Realty Resources reports to Experian and other creditors as well as works with 3<sup>rd</sup> parties for collections.

### **Property Showings**

Your lease agreement allows for the placement of a sign in the yard, lockbox on the property, and for showings at least the last 30 days of your lease.

Please note the following items regarding showings:

- Please secure all pets inside the house or remove from property.
- Do not lock one sided deadbolts.
- If there is a security system, please call the office to confirm the code.
- A 24 hour notice will be given prior to any showings.
  - Tenants do NOT have to be present at time of showings.
  - Please confirm phone number(s) we have on file.
- Tenant must maintain property in showable condition. Failure to do so may result in forfeiture of security deposit.

1<sup>st</sup> Realty Resources will make every effort to make showings as least intrusive as possible, but continued declining of showings or appointments may result in forfeiture of your lease, trip charges, or lease default.

1<sup>st</sup> Realty Resources has a **REFERRAL REWARDS** program. Rewards are added to the Security Deposit of the tenant as outlined below:

- \$250 for a signed lease at another property 1<sup>st</sup> Realty Resources manages
- \$350 for a signed lease at the SAME property you move out of.
- For further information please contact the office.

### **Forwarding Address**

Provide a forwarding address via the Online Portal under “Contact Us” and “Request Notice to Vacate” or via email to [info@1stRealty.net](mailto:info@1stRealty.net) . Also file a forwarding address with the post office.

*Failure to provide a forwarding address may delay deposit refunds. If no forwarding address is provided, the deposit will be mailed to the previous property address.*

Texas property code gives 30 days from the later of the receipt of a forwarding address OR forfeiture of the property for the return of the security deposit.

### **Deposit Division**

If you would like the deposit refund divided into individual checks and mailed to different addresses, *each occupant* must send an email requesting the deposit to be split with their forwarding addresses to [info@1stRealty.net](mailto:info@1stRealty.net)

### **Security Deposit Return**

To ensure the maximum amount of your security deposit returned, make sure to follow the below guidelines and referenced checklists

- Cleaning
  - We do offer our own cleaning services at a discount, as we have found that many professional services may miss items that we have to go back and clean. The cost of cleaning depends on the size of the property.
    - \$300 min plus \$100 for each bedroom.
      - Ex a 3 bed house would be \$600.
    - This charge is payable upfront and cannot be deducted from your deposit.
    - If you request our services, please coordinate 15 days prior to forfeiture of the property.
    - Excessive trash/dirtiness may result in additional charges.
  - If the property is not properly cleaned; the cost of a professional clean will be deducted from your deposit.
  - See attached **Cleaning & Repairs Guideline**
- Property Condition and Repairs
  - Any damages that have not been repaired will be deducted from your deposit.
    - See attached **Cleaning & Repairs Guideline**
    - See attached **Schedule of Estimated Costs**
    - Note: Per your lease, failure to report required repairs may result in additional charges.
  - Photos of the property will be taken once 1<sup>st</sup> Realty Resources obtains possession of the property.

A detailed itemization of any Security Deposit charges will be mailed to your forwarding address and posted to your Online Portal once completed. 1<sup>st</sup> Realty Resources will add a minimum \$65 service fee to research disputed deposit charges. This is payable upfront with certified funds (cashiers check or money order) and to be included with the written dispute as follows:

via certified mail to  
1<sup>st</sup> Realty Resources  
1810 8<sup>th</sup> Ave.  
Suite A201  
Fort Worth, TX 76110

### **Final Move Out Items**

On the day of move out, see below for a typical final day at the property.

- You must be out of the property by noon on your designated move out day.
  - You will not have access to the property once forfeited.
- Any items left at the home will be considered trash and disposed of.
  - See attached schedule of estimated costs.
- Make sure to leave all keys, remotes(including TV, fan, or gate/garage), or access cards on the kitchen counter.
- 1<sup>st</sup> Realty Resources will have utilities turned on in their name effective the move out date. Do NOT turn off utilities to prevent any issues.
- Set thermostats to 80 in the summer and 50 in the winter.
- Notify 1<sup>st</sup> Realty Resources that you have vacated.

We hope you have enjoyed your time at one of our properties and wish you all the best.

- The 1<sup>st</sup> Realty Resources Team

# **Tenant Cleaning & Repairs Guideline**

Attempted repairs by tenants may result in additional charges or fees including removal of attempted repairs. It is recommended to have a professional perform most tasks.

Specific paint colors/sheens may be provided or available. Contact the office for more information. Do not attempt to match paint without written authorization.

Non-abrasive cleaners are recommended to avoid damaging surfaces.

*Remove all trash from property.*

## **Bathrooms**

Sink, tub, shower surrounds thoroughly cleaned, disinfected and rinsed  
Fixtures, shower doors cleaned and shined  
Toilets disinfected inside and out, including base and behind  
Vanity top cleaned  
All walls, baseboards, trim, switch plates wiped down  
Mirrors cleaned  
Mop floor  
Inside cabinets and drawers wiped out

## **Kitchen**

Countertops and backsplash cleaned  
Cabinet fronts wiped down  
Inside cabinets and drawers cleaned  
Sinks scrubbed and disinfected  
Floor moped  
Exterior/Interior of appliances cleaned(oven, microwave, refrigerator, dishwasher, stovetop)  
All walls, baseboards, trim, switch plates wiped down

## **Bedrooms**

Carpets vacuumed and steam cleaned if needed  
Floors Swept & Mopped  
All areas dusted  
Ceiling Fan blades cleaned  
All walls, baseboards, trim, switch plates wiped down

## **Other Living Areas, including Hallways and Stairs**

Fixtures dusted or cleaned as needed  
Ceiling Fan blades dusted  
Hardwood or tile floors damp-mopped  
Carpets vacuumed and steam cleaned if needed  
All walls, baseboards, trim, switch plates wiped down  
Sweep outdoor patios, carports, garages

This list has been provided as a general guide and is not specific to any property.

# **Schedule of Estimated Costs**

The prices shown are approximate costs. Final deductions will be based on the actual cleaning or repair costs incurred by us from the respective contractor.

## **Cleaning Cost Estimator**

- Haul trash, debris, unclaimed items to city landfill. \$300 min + dump fee
- Steam-clean carpets. \$180 min
- Professional Cleaning Services (not prepaid) \$ Variable
  - Even if previous tenant hired a 3<sup>rd</sup> party service, additional charges may apply

## **Repair Cost Estimator**

- Failure to return keys or remotes
  - Keys \$85 min + Drilling or Lock Replacement charges if applicable
  - Garage remotes \$85 service charge + Cost of remote
  - Fan/Device Remotes \$ Variable
    - May result in needed to replace entire device
  - Access Cards \$125 min + HOA or Service Fees if applicable
- Replace missing or burned-out light bulbs \$5.00 each
  - Specialty bulbs may be additional cost
- Pet Damage
  - De-flea/bomb and deodorize entire unit \$ Variable
- Replace dirty HVAC filters \$25.00 each
  - HVAC filter must be new at move out.
- Landscaping (if applicable)
  - Mow \$85.00 min
  - Clean up yard/excessive leaves and debris \$200+
- Broken Blinds
  - Mini Blinds \$20+
  - Larger blinds \$100+
- Sheetrock and Painting Repairs \$Variable
  - Suggest reaching out to office to coordinate prior to move out for excessive damage.
- Broken glass/windows \$Variable
  - Single pane vs double pane glass
- TV Mount Repairs
  - Minimum of \$250 per mount unless authorized in writing per lease.