



1810 8th 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. Fore going the last month of rent will result in late charges, fees, and ultimately eviction. 1st Realty Resources reports to Experian and other creditors as well as works with 3rd 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.

1st 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.

1st 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 1st 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 . 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

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 1st 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. 1st 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
1st Realty Resources
1810 8th 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.
- 1st 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 1st 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 1st 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 3rd 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.