

CENTURY 21[®]

Judge Fite Property Management

TENANT MAKE-READY INSTRUCTIONS

Thank you for allowing us the privilege of providing you with a home! The Residential Lease requires that you surrender the property clean and undamaged, less normal wear and tear as defined within the lease. It is our goal to return your full security deposit, as long as you have fulfilled the terms of the Residential Lease.

This information is intended to serve as a reminder and a reference guide and should help minimize any conflicts regarding your security deposit disbursement.

WRITTEN NOTICE OF YOUR FORWARDING ADDRESS MUST BE RETURNED TO THE CENTURY 21 JUDGE FITE PROPERTY MANAGEMENT OFFICE.

KEYS AND GARAGE DOOR REMOTES MUST BE SURRENDERED TO OFFICIALLY END YOUR TENANCY. PLEASE COORDINATE WITH YOUR PROPERTY MANAGER ON THE BEST WAY TO SURRENDER KEYS AND GARAGE DOOR REMOTES.

ALL MONIES DUE MUST BE PAID IN FULL BEFORE AN ACCOUNT OF YOUR SECURITY DEPOSIT WILL BE PROVIDED.

FLOORS: All non-carpeted floors must be cleaned, mopped, and free of dirt and grime. Do not use bleach or ammonia-based cleaners on laminate or hard wood floors, as these cleaners cause damage to the flooring. Please vacuum all carpets to prepare for the professional carpet cleaning required by your lease. Please have the carpets professionally deodorized, steam cleaned and have all stains and pet odors treated. Once completed, provide us with a copy of your paid receipt at the time of surrendering the property.

CLEANING: Normal wear and tear do not apply to cleaning, and the property should be left in a clean condition free of all trash, debris, and any personal property. All properties are different, and the lists below may or may not include all items in your home; however, please be as thorough as possible.

Please clean the following items (if applicable):

- ❖ Baseboards
- ❖ Blinds
- ❖ Window screens

- ❖ Doors and frames (interior and exterior)
- ❖ Cabinets and drawers (inside and out)
- ❖ Light fixtures
- ❖ Walls (wipe down walls that are semi-gloss paint)
- ❖ Bathtubs and showers (including caulking)
- ❖ Windows and windowsills (inside and outside)
- ❖ Ceiling fans and blades
- ❖ Sinks
- ❖ Toilets, tanks and bases (replace seat if stained)
- ❖ Counter tops
- ❖ Stove
- ❖ Wall tile
- ❖ Oven/warming drawer
- ❖ Degrease vent-a-hood and filters
- ❖ All floors
- ❖ Dishwasher
- ❖ Microwave

Please replace the below items with a comparable item or repair where applicable:

- ❖ Cabinet knobs
- ❖ Toilet paper holders
- ❖ Drawers
- ❖ Light bulbs (interior, exterior and appliances)
- ❖ Toilet seat (if loose, stained or altered)
- ❖ Window glass and locks
- ❖ Light fixtures and globes
- ❖ Towel racks/knobs (if loose)
- ❖ ALL smoke detector batteries
- ❖ Pull strings for fans and light fixtures
- ❖ Blinds (broken or damaged)
- ❖ Doors/hydraulic arms
- ❖ ALL HVAC filters
- ❖ Missing blind wands
- ❖ Doorstops (rubber tips as well)
- ❖ ALL animal/pet damage
- ❖ Drip pans for stove (replace with correct type and size)
- ❖ Mailbox

YARD CARE: According to the lease, yards must be maintained by the Tenant. This maintenance includes mowing, edging, weed-eating, cleaning flower beds and any wild growth, and trimming of all trees and hedges.

- ❖ Remove any animal feces
- ❖ Haul off all debris and trash in and around the property
- ❖ Fill dirt for holes
- ❖ Remove grass and weeds from flower beds & tree rings (add mulch as needed)

GENERAL REPAIRS & MISC. ITEMS: If the HVAC filters are dirty, you may be charged the service call, cost of new filters, coil cleaning, and so forth. Please haul away all the garbage, personal items, and furniture. **DO NOT** leave these items at the curb or driveway. You must adequately repair any damage to the property caused by carelessness, abuse, accident, or neglect during your tenancy. The property must also be pest free. Please note that all painting should only be done by a professional to avoid additional damage, including mismatched paint color and the type of paint used.

FINAL DEPARTURE/SURRENDER: Upon exiting the property for the final time, be sure to lock all doors and windows, leaving all keyless deadbolts unlocked. Return all keys, garage door remotes, pool access cards, and any other device that belongs to the property to the CENTURY 21 Judge Fite Property Management office. You have not surrendered the property until **ALL ACCESS DEVICES RETURNED TO OUR OFFICE.** You could be charged additional "holdover" rent for failure to surrender on time.

ALL RECEIPTS/PAID INVOICES FOR ITEMS COMPLETED BY A PROFESSIONAL MUST BE PROVIDED TO OUR OFFICE AT THE SAME TIME OF SURRENDERING THE PROPERTY.

A LIST OF OUR PREFERRED VENDORS IS INCLUDED WITH THIS PACKET. IF YOU CHOOSE TO HIRE ONE OF OUR PREFERRED VENDORS. PLEASE ENSURE WE RECEIVE A COPY OF YOUR PAID RECEIPT SO WE CAN SEND THEM BACK OUT FOR ANY MISSED OR INCOMPLETE ITEMS.

FINAL INSPECTION AND SECURITY DEPOSIT DISBURSEMENT: After you vacate the property and surrender all keys and access devices (including any pool access cards, pool access keys, mailbox keys, all door keys and garage door openers), a representative from CENTURY 21 Judge Fite Property Management will perform an inspection and take photographs to capture the condition of the property.

FINAL INSPECTIONS/WALK-THROUGHS ARE NOT COMPLETED WITH TENANTS PRESENT. THIS IS A FIRM COMPANY POLICY AND IS IN PLACE FOR THE SAFETY OF OUR EMPLOYEES.

The accounting of your security deposit will be completed in accordance with the Texas Statute. Any monies owed to you will be mailed prior to the end of the deadline. This timeline starts following your surrender of all keys and access devices to the property, and CENTURY 21 Judge Fite Property Management receiving written notice of your forwarding address. Please allow an additional 5-7 working days (after the 30-day period) for your deposit disbursement to arrive in the mail.

CENTURY 21 Judge Fite Property Management represents many property owners and serves hundreds of tenants each year. We are grateful for the relationships we develop with both our owners and tenants. If you need assistance in the future, whether it is re-renting, managing your new rental home or if you need a reference based on your record as a tenant, we are available to answer any questions you may have.

If you have any further questions, please contact your property manager at
(972) 780-5380.

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PREFERRED VENDORS

Carpet Cleaning:

- ❖ **A Team Restoration** – (817) 659-8326 – Service Area: DFW Metroplex
- ❖ **Pat's Carpet Care** – (817) 565-3806 – Service Area: DFW Metroplex

Detail Cleaning:

- ❖ **Custom Clean It** – (214) 442-4380 – Service Area: Ellis County, Arlington & Grand Prairie
- ❖ **Quick & Shine** – (713) 922-3047 – Service Area: DFW Metroplex and surrounding areas within an hour
- ❖ **Modern Maids** – (512) 925-8391 – Service Area: DFW Metroplex (Trip fees charged in Weatherford)

Lawn Maintenance:

- ❖ **Guillory Property Maintenance** – (972) 335-3941 – Service Area: DFW Metroplex
- ❖ **Grass Roots Lawn & Maintenance** – (214) 538-9921 – Service Area: Dallas & Ellis County
- ❖ **Greenridge Landscaping** – (214) 707-4167 – Service Area: DFW Metroplex

Handyman/General Repairs:

- ❖ **FHR Repairs** – (214) 686-5366 – Service Area: DFW Metroplex
- ❖ **America's Grounds** – (469) 358-8402 – Service Area: DFW Metroplex
- ❖ **Nichols Commercial** – (817) 909-2528 - Service Area: DFW Metroplex
- ❖ **Quick & Shine** – (713) 922-3047 - Service Area: DFW Metroplex and surrounding areas within an hour

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CONNECT IN YOUR COMMUNITY

Area moving guides provide insight into community amenities, services, and our network of vendors. You can utilize these digital guides for your next home-related project or learn more about the great city you are moving to.

Each Community Moving Guide provides important information such as:

- ❖ Public safety contact information
- ❖ City information
- ❖ Utility information
- ❖ Hospital information
- ❖ Entertainment
- ❖ Schools, colleges and universities
- ❖ Local vendor Information
- ❖ And much more!

Scan the below QR code to view our Community Moving Guides for the DFW Metroplex.



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NOTICE OF FORWARDING ADDRESS

To receive your security deposit disbursement, you are required to provide your forwarding address in writing. Please complete this form and return it to our office.

The accounting of your security deposit will be mailed to you via regular mail within 30 days after all keys and access devices have been returned to CENTURY 21 Judge Fite Property Management (please allow 5-7 business days for mail delivery). **If we do not receive your forwarding address in writing, your security deposit disbursement will not be sent.** All funds will be in the form of a single check made payable to all tenants listed on your lease agreement.

ADDRESS OF CURRENT RESIDENCE:

Street Address: _____

City, State & Zip Code: _____

FORWARDING ADDRESS:

Street Address: _____

City, State & Zip Code: _____

New Phone Number: _____

It is important that we have updated contact numbers in case we need to reach you after you vacate the property. We may have questions that need to be answered in order to settle your security deposit disbursement. **All parties listed as a tenant on your lease must sign this document.**

Print Name

Signature

Tenant# 1: _____

Tenant# 2: _____

Tenant# 3: _____

Tenant# 4: _____