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2201 North Collins, Suite 240; Arlington, Texas 76011 ▪ Direct 682-558-8900 ▪ Fax 682-558-8901

## Move Out Process

We would like to take this opportunity to thank you for doing business with Professional Asset Management & Sales. This letter confirms receipt of your move out notice, and you that you will be vacating your rental property by the date on your "Notice of Intent to Vacate" form.

Please remember that you must return your keys, garage door openers, gate/pool cards, etc. along with your forwarding address **to our office** in order to comply with your lease terms.

**Please do not leave the keys inside of the property.** We have a drop box next to the office door and another at the southeast entrance to the building for your convenience. Per Paragraph 16B of your lease, the property is not considered "surrendered" until the keys have been returned to our office. Failure to do so may result in charges to access and/or rekey the unit.

A move out inspection will be conducted at the time of move out. If you wish to be present for this general inspection, please contact our office to schedule an appointment.

We are enclosing a copy of the **Cleaning Procedures Checklist** for your review and a form for providing the forwarding address for your security deposit disposition to be mailed upon completion. Only one refund check will be issued and made payable to all residents.

Our **Security Deposit Deductions List** is attached to the end of this packet to advise you of the charges that will be deducted from your security deposit if damages beyond normal wear and tear are found.

Thank you for leasing with Professional Asset Management & Sales. Please let us know if we can provide further assistance.

Sincerely,

Professional Asset Management & Sales



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## Cleaning Procedures Checklist

### KITCHEN

- o **Oven:** Clean inside oven and broiler, oven racks, wipe down inside and out, remove cleaner residue.
- o **Stove:** Clean top thoroughly. Replace drip pans and clean the underside of cook top. Clean vent hood.
- o **Refrigerator & Freezer:** Remove all food. Remove food bins and clean bottom, clean racks, bins and door shelves. Clean top, front and visible sides of refrigerator.
- o **Dishwasher:** Clean all debris from inside and wipe down exterior. Run dishwasher on a full cycle with a little bleach to sterilize and remove minor stains.
- o **Cabinets & Drawers:** Remove all food. Remove all shelf paper. Clean out insides of cabinets and drawers to remove dust and crumbs. Clean down fronts of cabinets and drawers.
- o **Counters:** Clean down thoroughly (Soft Scrub works great on stains!). Remove all grease spots. Do not use steel wool on countertops, as this might remove the surface material.
- o **Sinks:** Scour sinks and polish fixtures.
- o **Lights:** Clean light fixtures and switches. Clear fixtures should be free of cleaner streaks and water spots. Clean outlets with a dry cloth.
- o **Walls:** Wash any food particles or grease off walls. Clean down any cobwebs. Fill any nail holes with spackle.
- o **Floors:** Sweep under and between appliances and cabinets. Mop floors thoroughly. Clean down baseboards to remove dirt and residual grease.

### BEDROOMS & LIVING AREAS

- o Clean down all shelves including closet shelves and rods.
- o Use glass cleaner on any mirrors and clean windows inside and out.
- o Clean light fixtures. Clear glass fixtures should be free of streaks and water marks.
- o Clean down ceiling fans to remove dust buildup on blades and lights.
- o Dust corners for cobwebs. Remove any debris from walls and fill nail holes with spackle.
- o Clean all switch plates and outlet plates. Be careful!
- o Clean down mini-blinds and vertical blinds to remove dust and dirt.



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## BATHROOMS

- o **Tub/Shower:** Clean tile with non-abrasive cleaner. Scour tub. Remove soap scum and water stains. Clean down outside of tub/shower. Clean sliding tracks on shower door (if applicable). Remove mildew (Tilex works great!). Polish fixtures.
- o **Toilet:** Clean and disinfect toilet bowl, including the base of the toilet. Clean down base, seat, top and sides.
- o **Cabinets & Drawers:** Remove any peeling shelf paper. Clean out and dust debris from cabinets and drawers. Clean down exteriors of cabinets and drawers.
- o **Counters:** Clean down thoroughly. Use non-abrasive cleaners.
- o **Sink:** Scour sink and polish fixtures.
- o **Walls:** Clean any debris from walls and doors. Dust for cobwebs. Fill any nail holes with spackle.
- o **Floors:** Sweep and mop floor thoroughly. Remember to get behind the toilet!
- o **Towel bars/rings, toilet paper holders & other chrome fixtures:** Polish to a shine.

## GENERAL

- o Clean down all window sills, baseboards, and woodwork.
- o Remove dust and debris from sliding windows and door tracks.
- o Remove ashes from fireplaces and wipe down fireplace (if applicable)
- o Clean all window glass and mirrors.
- o Clean all light fixtures and decorative bulbs.
- o Dust all surfaces to remove dust and cobwebs.
- o Clean door facings and wipe down front and backs of doors.
- o Mop all floors.
- o Steam clean all carpets. **To verify service and expedite processing, please provide management with a copy of your receipts upon returning your keys.**
- o Replace AC filters and smoke detector batteries. Sweep out HVAC closets.
- o Sweep patios/decks/porches and garage/carport/storage areas. Remove any oil spots from garage floors and driveway.
- o Clean all switch plates, light switches and electrical outlets.
- o Mow and edge yard areas. Trim shrubs. Remove leaves and debris.



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## Security Deposit Refund Form

The landlord is **NOT** obligated to return the security deposit OR provide a written description of damages/charges until the tenant gives the landlord a **written statement** of the tenant's forwarding address. Please provided your forwarding address below and return to our office prior to vacating the property.

Forwarding Address:

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The tenant does not forfeit the right to a refund or the right to receive a description of damages/charges merely for failing to provide a forwarding address.

A tenant may not withhold any part of the last month's rent on grounds that the security deposit will cover the balance. If the tenant does so, he will be presumed to have acted in bad faith and will be liable to the landlord for three times the amount of rent wrongfully withheld plus reasonable attorney's fees in a suit to recover the rent.



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## Security Deposit Deduction List

<b>SERVICE</b>	<b>REQUIREMENTS</b>	<b>CHARGE</b>
<b>KITCHEN</b>		
Kitchen Sink	Washed out and clean	\$15
Cabinets/Countertops	Wash inside and out	\$35
Contact Paper	Must be removed if applied	\$35
Dishwasher	Clean all grease and food deposits	\$20
Floor	Sweep and Mop	\$35
Microwave	Clean inside, including rack tray and exhaust fan vent	\$20
Refrigerator/Freezer	Clean clean and remove all food	\$35
Stove/Oven	Oven, complete burner area, drip pans and racks must be entirely cleaned of grease and food deposits	\$50
Countertop Resurfacing	Repair costs for scratches, burns or damages	Market rate
Blinds	Must be thoroughly cleaned and free of dust	\$40
Vent-a-hood	Must be thoroughly cleaned and free of grease	\$30
<b>FAMILY ROOM AND BEDROOMS</b>		
Blinds	Must be thoroughly cleaned and free of dust	\$40
Carpet	Must be vacuumed clean and fully intact. *Stains will be dealt with on a case-by-case basis to determine if replacement is necessary. Full carpet replacement fee will be charged based on market rates.	\$30
Fireplace	Doors and interior with mesh must be cleaned	\$30
Light Fixtures	Clean out	\$15
Windows	Clean from the inside, then close and lock	\$30
Ceiling Fans	Clean thoroughly	\$25
Closets	Each closet to be vacuumed, shelf wiped off	\$15
<b>BATHROOMS</b>		
Bathtub/Shower	Clean thoroughly with particular attention given to tile wall	\$30
Floor Tile	Sweep and mop	\$15
Mirror	Clean clean	\$15
Toilet	Clean thoroughly inside and out	\$20
Vanity/Faucet	Clean thoroughly	\$15
Medicine Cabinet	Clean thoroughly	\$15
<b>PAINTING</b>		
All Rooms	Normal wear and tear (i.e.small nail holes, smudges, etc.) is excusable. The cost will be passed on to the resident if a second coat of paint is needed due to large nail holes, dents, scrapes, stains, crayon marks, smoking, candle burning, cooking grease, and/or damage from adhesives. Tenant will be charged to return wall to original color.	Market Rate



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Baseboards	Cost assessed per room	Market Rate
Wallpaper	Charges will be incurred if removal of wallpaper and glue is necessary or any other maintenance is required to return the wall to its original condition.	Market Rate

<b>SERVICE</b>	<b>REQUIREMENTS</b>	<b>CHARGE</b>
<b>DOORS</b>		
Entry/Exterior Doors	Charges will be incurred if replacement is required	\$500 ea
Interior Doors	Closet, Bathroom, Bedroom doors-charges will be incurred if replacement is required	\$150ea
<b>LIGHT BULBS</b>		
Light Bulbs	Tenant is responsible for replacing all light bulbs that burn out	\$5 each
<b>KEYS</b>		
Door Keys/Deadbolts	Must be returned to Management Office no later than midnight of move out date	\$50
Lock Change	Not returning keys will result in a lock change charge, including door knobs	\$175and up
<b>OTHER CLEANING</b>		
Trash Removal	Entire unit should be cleaned of all personal belongings, papersand packing materials, all garbage removed.	\$40/bag (min.\$75)
Furniture Removal	All furniture and belongings should be removed from the home, garage, patio, and yard.	\$200/truckload
Cleaning	Additional cleaning required due to grease or dirt buildup caused by neglect.	\$45/hr
<b>REPAIRS</b>		
Holes in walls	Cost of repairs for large nail holes, dents, scrapes, damage to sheetrock in home or garage	\$45/patch
Windows	Replace broken, cracked or damaged windows	\$150-\$300
Screens	Replace or repair broken or missing screens	\$50 each
Light Fixtures	Replace or repair broken light fixtures	\$75-\$150 /fixture
Ceiling Fans	Replace missing or broken ceiling fans	\$150-\$225 each
Blinds	Replace broken, dirty or missing blinds	\$40-\$75 each
Labor	Cost of labor for repairs	\$50 per repair
Door Stops	Cost to replace missing or broken door stops	\$5 per stop
Landscaping	Tenant is responsible for all lawn maintenance	Market rate
Extermination	Tenant is responsible for pest control	Market rate