

We understand that moving can be stressful. That's why we made this step by step guide. If you have any questions along the way, just give our offices a call at 832.701.0766

Tenant Name/s: _____

Property Address: _____

Forwarding Address: _____

Lease End Date: _____ Move Out Date: _____

The move out date must be on or before the lease end date, and you are financially responsible for all rent through the end of your lease.

60 Days prior to moving out:

- Notify us in writing that you are moving out at least 60 days in advance
- Schedule a pre-move out walkthrough at least 2 weeks before your move-out date
Write down the time and date of the scheduled walkthrough: _____
- If you choose, make repairs based on the pre-move out walkthrough, otherwise it will be charged against your security deposit
- Schedule for the carpets to be professionally cleaned after you moved out all personal property
Write down the time and date of the scheduled carpet cleaning: _____

Moving Day:

- Move out all personal property
- Have the carpets professionally cleaned. Keep the receipt and attach a copy to this form, otherwise we will have to send out a professional carpet cleaner charged to your security deposit
- Clean the property according to the guidelines on the next page. If the property is not clean, we will have to hire professional cleaners, charged to your security deposit
- Vacate the property, lock all the doors, and leave all door keys in the lockbox provided during the pre-move out walkthrough. Leave garage door openers and other passes on the kitchen counter.
- Send this completed form to us by midnight of the last day of your lease term via email at maintenance@rpmheritage.com or fax it to 832.384.5108. This confirms you have completed your move out.

Cleaning Guide

- Have the carpets professionally cleaned. Keep the receipt and attach a copy to this form, otherwise we will have to send out a professional carpet cleaner charged to your security deposit
- Mop all floors including behind all appliances
- Patch and paint all holes and scratches on walls
- Replace any burned out light bulbs and batteries in detectors
- Wash/wipe clean and disinfect:
 - Every wall and baseboard to remove scuff marks
 - Windowsills, blinds, and windows
 - Doors and doorframes
 - Kitchen and bathroom counters
 - Drawers, cabinets, cupboards, closets, etc.
 - Showers, bathtubs, sinks, toilets, mirrors
 - Outside and inside of all appliances
 - Light covers and fixtures
 - Dust and wash all ceiling fans and vents
 - Remove all cobwebs
- Sweep out the garage, porch, front, and back
- Mow the lawn, rake it, and clean up the yard
- Remove all garbage, debris and personal items from premises

Signature: _____

Date: _____

Email this form and include receipts to: maintenance@rpmheritage.com or fax it to 832.384.5108