



Revised 3/4/2026

## Texas Urban Property Management

### Move-Out Guidelines for Residents

Please review the following move-out requirements carefully to ensure a smooth transition.

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#### 1. Notice to Vacate

A **60-day written notice of intent not to renew** is required, in accordance with your lease agreement.

**Failure to provide proper written notice may result in forfeiture of your security deposit and/or additional charges as outlined in your lease. Please also submit move out via Rentvine.**

#### 2. Move-Out Date & Time

Residents are required to vacate the property **no later than 11:59 p.m. on the final day of the lease term.**

- No extensions will be granted without **prior written approval** from Texas Urban Property Management.
- Failure to vacate by the lease end date may result in the **forfeiture of your security deposit and prorated rent charges**, as outlined in your lease

agreement.

### **3. Autopay & Rentvine Portal**

Please be sure to **cancel all automatic payments** through your **Rentvine resident portal** prior to move-out to avoid unintended rent payments. Texas Urban Property Management does not have access to your account to draw funds or cancel auto payments so this will need to be done by the tenant.

### **4. Forwarding Address Requirement**

A **written forwarding address** must be provided in order for your security deposit to be processed.

- If there are multiple residents or roommates, **one check** will be issued and made payable to **all residents listed on the lease unless written instructions is provided via Rentvine.**

### **5. Security Deposit Reconciliation**

- A security deposit reconciliation will be **emailed within 30 days** of surrendering the unit.
- If you do not receive your reconciliation within 30 days, please contact Texas Urban Property Management.
- If you move out early, the deposit reconciliation will be processed **30 days after the original lease expiration date**, not the early move-out date.
- Please continue to keep utilities on until the expiration date of your lease.

### **6. Condition of the Property**

Upon lease termination, the property must be surrendered in the **same condition as when received**, excluding normal wear and tear.

### **7. Cleaning Requirements**

The residence must be returned **clean and free of all trash, debris, and personal belongings.**

## **Professional Cleaning**

- Residence and carpets must be **professionally cleaned**
- If pets were present, carpets must also be **professionally de-fleaed with a pet treatment.**

## **Interior Cleaning**

- Floors swept, vacuumed, and washed
- Walls and ceilings dusted; all dirt, smudges, and grease removed
- Baseboards, woodwork, and windowsills cleaned
- Light fixtures cleaned and fitted with working bulbs
- Smoke alarms operational with good batteries
- Windows and screens (if applicable) cleaned and properly reinstalled

## **Bathrooms**

- Toilets, bathtubs, showers, sinks, cabinets, and fixtures thoroughly cleaned

## **Kitchen**

- All grease and dirt removed
- Sink and fixtures cleaned
- Range, oven, vent hood, and dishwasher cleaned

## **Closets & Storage**

- Closets, shelves, and rods wiped down
- Storage areas cleaned and emptied
- All kitchen and bathroom Cabinets must be cleaned and wiped out.

## **Exterior & Additional Areas**

- Remove all items from attic, crawlspace, basement, yard, shed, and similar areas
- Lawn, driveway, garage swept, and outbuildings must be free of trash and personal property
- Bushes trimmed and lawn mowed; leaves removed
- All trash and garbage removed from the property

- **Do not pile trash at the curb. Haul all trash away from the property.**

## **8. Repairs & Damages**

Residents are responsible for repairing **any damage not documented** on the inventory and condition form.

## **9. Charges for Cleaning or Repairs**

- If the residence is not left clean, Texas Urban Property Management reserves the right to arrange **professional cleaning at the resident's expense.**
- If damages are not repaired prior to move-out, management reserves the right to complete repairs and **deduct costs from the security deposit.**

## **10. Receipts Required**

Residents must provide **receipts for all required professional services** at the time of move-out.

## **11. Keys & Access Devices**

All keys and access items must be returned, including unit keys, mailbox keys, gate keys, and garage openers.

- All items must be **labeled with the property address and unit number.**
- If all keys are not received by **8 a.m. the day after lease expiration**, Texas Urban Property Management, LLC reserves the right to **re-key the unit at the resident's expense.**
- Please note: Once keys are placed in the lockbox on or after the lease expiration date, re entry will not be allowed.

## **12. Important Notice**

Please be advised that **move-out instructions are subject to change at any time.** If you have any questions regarding your move out, please take a picture of the issue and put it through rentvine first and a member of our team will respond and assist you.


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## Contact Information

For questions regarding your move-out, please contact:


### **Christine Chau**

Broker / Owner

 512-293-2700

### **Chrissy Morman**

Assistant Property Manager

 512-229-5345

Operating hours Monday-Friday 9am-5pm.