



Move-Out Instructions Lease Addendum

1. You are required to move out no later than midnight on the last day of your lease. There will be no extensions without prior written permission. If you do not move out by the date designated in your lease agreement, you will automatically forfeit your security deposit.
2. In order to return your security deposit, we must receive written notice of your forwarding address. Only one forwarding address is necessary if you have roommates. One check will be sent made payable to all residents listed on the lease.
3. Your security deposit reconciliation will normally be mailed 30 days after the surrender of the unit. Please contact Texas Urban Property Management, LLC if you have not received your deposit reconciliation within 35 days of your move out. Please note that if you move out early, your deposit will be returned to you 30 days after the final date on your lease.
4. When this lease ends, the tenant will surrender the property in the same condition as when received; normal wear and tear is accepted.
5. Tenant will leave the property in a clean condition free of all trash, debris, and any personal property.
 - a. You are responsible for having residence and carpets cleaned and de-flea (if tenant has pets) by a professional firm acceptable and approved by Texas Urban Property Management, LLC.
 - b. All floors swept, vacuumed, and washed.
 - c. All walls and ceilings dusted, all dirt, smudges, and grease washed off.
 - d. Clean all baseboards, woodwork, and windowsills.
 - e. Clean and wash all light fixtures.
 - f. All light fixtures are to have working light bulbs in all bulb sockets.
 - g. Smoke alarms need to be in working order with a good battery.
 - h. Thoroughly clean all bathroom fixtures: toilets, bathtubs, showers, sinks, and cabinets.
 - i. Clean the kitchen removing all dirt and grease including kitchen sink and fixtures.
 - j. Clean range, oven, vent, and dishwasher.
 - k. Clean storage areas and remove all trash.
 - l. Clean closets, shelves, and rods wiped down.
 - m. Clean all windows and screens, and return them to their proper place.
 - n. Remove all items from attic, crawlspace, basement, yard, shed, etc.
 - o. Lawn, driveway, garage, outbuildings to be free of all trash, rubbish, and loose personal property.
 - p. Lawn trimmed and cut, including removal of leaves.
 - q. All trash and garbage to be removed from the property. Please do not pile up garbage at the curb.
 - r. Remove all garbage from the property before leaving.

6. You are also responsible for repairing any damages to the property that are not included in your inventory and condition form this includes any damages to paint.
7. If resident does not leave the residence clean, Texas Urban Property Management, LLC reserves the right to have residence and carpets professionally cleaned at resident's expense.
8. If damages to the property are not repaired, Texas Urban Property Management, LLC reserves the right to repair them at resident's expense.
9. Resident must also present a receipt of services performed at the time of move out.
10. All keys must be returned to Texas Urban Property Management, LLC (including mailbox keys, gate keys, garage openers, ect.) marked with the property address and unit number. If keys are not received from all residents by 10:00am the day after lease expiration, Texas Urban Property Management, LLC reserves the right to order a re-key at the resident's expense.
11. Tenant must keep utilities on for 3 days after move out so that management is able to perform a final walkthrough.

Tenant Signature: _____

Tenant Name: _____

Date: _____

Tenant Signature: _____

Tenant Name: _____

Date: _____

Tenant Signature: _____

Tenant Name: _____

Date: _____

Landlord Signature: _____

Landlord Name: _____

Date: _____

Texas Urban Property Management
9915 Derecho Dr., Austin, TX 78737
512.293.2700
christine@texasurbanpm.com