



10730 Potranco Rd
Suite 122-484
San Antonio TX 78251
www.resolutionsxv.com
yourfriends@resolutionsxv.com

MOVE OUT INSTRUCTIONS

This Lease Addendum ("Addendum") is hereby incorporated into the existing lease agreement ("Lease") between _____ ("Landlord") and _____ ("Tenant") for the property located at _____. This addendum delineates the essential steps and conditions concerning the process of vacating the premises. When the occasion arises, and upon receipt of the notice to vacate, this primary document will be sent to serve as a reminder for the resident.

You're required to return the property in the same condition as it was when you moved in, so your next step is to inspect the home for any damage you may have caused over your time there – make sure you check the property against the condition report from when you moved in to find out what exactly you're responsible for.

Normal wear and tear is expected and acceptable, but you're responsible for repairing holes in the walls you've made for hanging pictures (or other things), fixing scratches and dents on the walls and floors, repainting the walls to their original color, replacing broken windows or blinds, making sure the electrical and plumbing systems are in good condition and all the lighting fixtures, kitchen appliances, and any other home equipment that was in the property when you moved in is functioning properly, etc. If any items are replaced, they need to be of the same quality. We suggest hiring a professional to take care of these items as any items not done correctly will be charged to the Resident and deducted from the security deposit.

Here are some helpful reminders of items that many people overlook or forget upon vacating. Please use this checklist as a guideline.

Per the terms of your lease, RE Solutions XV LLC has 30 days to return your security deposit. Security deposits will be sent by certified mailed to the forwarding address provided to our office. The United States Postal Service will require a signature to verify the delivery. Refunds cannot be picked up at the office or discussed over the phone.

Resident: _____

You must provide the office a complete forwarding address. The property is not considered “Surrendered” until our office receives a forwarding address. All keys, garage door remotes, gate remotes etc. must be returned. Mailbox keys should be returned to the post office with a change of address form. If mailbox keys were issued to you from our office, please return them to our office.

Resident: _____

We will conduct a final move-out assessment after all furnishings have been removed, all cleaning accomplished and the keys are turned into RE Solutions XV LLC, to document the condition that you left the property. The property manager will compare the move-in pictures with the move-out pictures, your move-in checklist and the reports from the maintenance personnel after you move-out to determine if there are any charges against your security deposit. Note: Supplies left behind will not be used for repairs or maintenance by our vendors (ex. Extra light bulbs in the garage will not be used for bulbs that have burned out in the property).

Resident: _____

The HVAC filter should be changed upon moving out. Residents will be charged for a complete HVAC service (to include coil cleaning) if property is found with a dirty or missing filter.

Resident: _____

PEST CONTROL: If the property is found to have an excess of ants, roaches, spiders, fleas, cobwebs, etc., you may be responsible for professional extermination upon move-out.

Resident: _____

Move Out Assessments are not done with Residents present at the property.

- All personal belongings must be removed from the premises.
 - Haul-off of any personal belongings and/or trash will be at Resident’s expense.
 - This includes trash left in trash bins as trash companies will not pick up containers on vacant properties.

RESIDENTS ARE RESPONSIBLE FOR ITEMS BELOW

HOUSE CLEANING:

Residents are required to have the property **PROFESSIONALLY CLEANED** at the time of move-out. This must be completed after all personal belongings have been removed, and the property has been vacated. A receipt from a professional cleaning company must be provided with your keys. If the property is not properly cleaned upon move-out, residents will be charged for a full cleaning.

CARPET CLEANING:

Residents are required to have the carpets **PROFESSIONALLY CLEANED** at the time of move-out. This must be done after all belongings have been removed, and the property has been vacated. A receipt from a professional carpet cleaning company must be provided with your keys.

- **DO NOT** rent machines from a store or use home cleaning machines; only professional cleaning is acceptable.
- If you hire a carpet cleaner other than the recommended vendors, ensure the cleaner guarantees their work to **RE Solutions XV LLC standards and satisfaction**.
- If the cleaning is not done to industry standards, or the company used does not guarantee their work, residents will be charged for a complete carpet cleaning.
- **Odors:** If any odors resurface after you vacate the property, residents will be responsible for the charges incurred to remove the odor.

PETS:

- Ensure all spot treatments or pet treatments are completed as needed.
- If pet odors resurface after you vacate the property, residents will be responsible for charges incurred to remove the odor.
- **Flea Treatment:** If there is or has been a pet in the property, a flea treatment by a professional pest control company is required as a precaution for future residents. An invoice or receipt from the pest control company must be provided with your keys.
- **Yard Cleanup:** Remove all pet feces, debris, and toys from the yard before vacating the property. Failure to do so may result in additional charges.

YARD MAINTENANCE:

Residents are required to perform a **final maintenance of the yard** prior to moving out. Yard maintenance is defined in the lease agreement and includes:

- Mowing the grass
- Removing weeds
- Trimming bushes
- Raking leaves
- Disposing of all outdoor debris

IMPORTANT NOTE:

One of the biggest disputes from property owners arises from improper yard maintenance. The yard must be returned in the **same or better condition** as it was at move-in.

- **Documentation:** Pictures of the yard were taken prior to move-in to document its condition. These will be used as a reference during the move-out inspection.
- Any dead grass, bushes, or trees resulting from a lack of watering or failure to maintain the landscaping will be charged to the resident.
- These charges can become costly, as sod replacement and landscaping repairs are expensive.

Residents are strongly encouraged to maintain the yard throughout their tenancy and address any landscaping needs before vacating to avoid additional charges.

REPAIRS AND MAINTENANCE:

Residents are responsible for any **repairs or maintenance** required due to damages considered above and beyond normal wear and tear.

ADDITIONAL FEES:

Per the **Residential Lease Addendum**, a 10% vendor oversight fee will be charged for each invoice related to any repairs or maintenance coordinated by RE Solutions XV.

My signature below indicates that I have received a copy of the RE Solutions XV LLC Move Out Instructions. These instructions will be used upon moving out of the property. I understand that a copy of these instructions will be sent to me for initials when I have given my Notice to Vacate.

Residents Name: _____ Signature/Date: _____

Residents Name: _____ Signature/Date: _____