



## Bristile Move-Out Instruction Form

Thank you for allowing Bristile Properties to serve as your management team over the course of your lease. Our goal and the property owners hope is that you leave the property in a condition so that all of your security deposit will be returned. The information provided is to help you prepare to leave the residence.

\*\*\*Upon your move-out please be aware that Texas law requires written notice of your forwarding address, if that has not yet been provided, please do so. All rental dues and fees must be paid in full prior to receiving your security deposit accounting.

**YOUR LEASE REQUIRES YOU TO THOROUGHLY CLEAN THE DWELLING, INCLUDING DOORS, WINDOWS, FURNITURE, BATHROOMS, KITCHEN, APPLIANCES, PATIOS, BALCONIES, GARAGES, CARPORTS AND STORAGE AREAS.**

### SPECIFIC INSTRUCTIONS INCLUDE:

- The carpets must be professional steamed cleaned, treated for any stains or pet odor and ready for move in. We recommend Guru Carpet Cleaning – 512-529-6332, ask for David. They are reasonably priced and do a nice job.
- The home must be completely cleaned.
- The yard needs to be returned in the manner it was given. This should include mowing, fertilization, removing weeds, trimming all bushes and maintaining any foliage beds.
- Replace all burned out light bulbs with the proper type of bulb.
- Replace filters in the HVAC unit and clean air supply vents.
- Leave the property pest free, any pests left behind including fleas, will be your responsibility.
- Fill nail holes with spackling applied by fingertip, no caulk or putty knife please.
- Touch-up paint to cover any damage, scratches, markings or soil (a damp cloth will remove many of these marks). Please call for advice on matching colors.
- Any personal property left on the premises will be removed at your expense.
- Utilities must remain on until the end of the lease.
- The cost to complete inadequate cleaning and/or repairs will be your responsibility and may impact your security deposit accounting.

You have not surrendered the property until all keys and access devices (including, if applicable, garage remotes, mailbox keys and community amenity keys) have been returned to Bristile Properties. You may be charged additional rent (per your lease) for failure to vacate and return keys on time. After the property has been vacated a representative from Bristile Properties will perform an inspection and take photographs of the condition of the property. *For the safety of our employees we have a firm policy that we will not perform this final inspection with a resident present; therefore we do not provide “final walk through”.* The security deposit accounting will be completed and any monies owed will be mailed at the end of the thirty day period allowed by Texas statute. Please allow 5-7 days (after the 30 day period) for the accounting to arrive in the mail.

If you need help in the future, whether you are buying a home or if you need a reference based on your record as a tenant, we are available to answer any questions you may have. Thank you again, and if you need anything please do not hesitate to call **512-394-6447**.