
MOVE OUT PROCEDURES FOR TENANTS

**433 Kitty Hawk Rd., Ste. 212
Universal City, TX 78148
Office: 210-764-3444**

**danielsanddanielsrealestate@gmail.com
www.danielsanddanielsrealestate.com**

As you prepare for move-out, your lease agreement requires that you leave the property in a clean and undamaged condition.

1. You must provide the office a complete forwarding address.
2. All keys, garage door openers, gate remotes, etc. must be delivered to our office no later than 5 p.m. on the expiration date of the lease agreement. Please call the office to schedule a time for key drop off.
3. We will conduct a final move-out inspection after all furnishings have been removed from the property, the cleaning has been completed, and the keys are returned to Daniels and Daniels Real Estate.
4. The carpets must be professionally cleaned and a receipt from a professional carpet cleaning company must be provided to us when you return the keys. Rented carpet cleaning machines from a store is not accepted as a professional carpet cleaning. We can refer you to some professional carpet cleaners if needed.
5. Clean all flooring and all base boards.
6. Be sure to replace all air conditioning filters.
7. Walls, baseboards and ceilings must be free of cob webs and lint; spot clean walls as needed.
8. If applicable, clean the fireplace, hearth and mantle. Remove ashes and debris.
9. Wipe clean all wall switch plates and outlet covers.
10. Clean window sills and blinds thoroughly.
11. Clean ceiling fans, remove debris from light fixtures, and replace any burnt out light bulbs.
12. Smoke alarms must be operative. Replace batteries as necessary.
13. Clean closets, storage spaces, pantry and shelves so they're free of dust, spider webs and debris.
14. Clean kitchen appliances, inside and out, replace burned-out appliance light bulbs.
 - A. Clean oven, stove, drip pans, underneath drip pans, if applicable.
 - B. Clean range hood vent and filter.
 - C. Clean dishwasher, garbage disposal, and remove any debris inside.
 - D. Clean countertops, inside cabinets and inside drawers.
 - E. Clean all sinks and faucets.
15. Clean bathroom counters, sinks, soap dish, tiles, fixtures, tub and/or shower.
 - A. Clean mirrors, light fixtures and medicine cabinets.
 - B. Clean toilets and toilet seats inside and out.
 - C. Mop or vacuum flooring.
16. Outside the house in front and back, mow the grass, edge, water lawn, trim or prune trees and shrubs. Remove all trash and debris.
17. Pick up and dispose of any pet droppings.
18. Walkways, driveways, patios and garage floors must be cleaned.

If you clean the property and it does not pass inspection, you may be charged for additional cleaning. A make ready cleaning can cost anywhere between \$250-\$350. Tenant(s) may not be present for final walk thru inspection.

Your security deposit will be sent to you at the forwarding address provided within thirty days, after any deductions, if any, have been made.

If you have any questions or concerns, please call the office at 210-764-3444.

**Thank you for your cooperation.
DANIELS & DANIELS REAL ESTATE**

ATTENTION TENANT(S):

If you have any scheduled payments set up through your Rentec Direct tenant portal, it is your responsibility to disable it at the time of move-out.

We DO NOT disable any recurring payments or one-time payments tenants might have set up through the Rentec Direct tenant portal.

If you forget to disable your scheduled payment and the payment processes, we will NOT be able to reverse it and it could take up to a minimum of (3) days for us to be able to reimburse you.

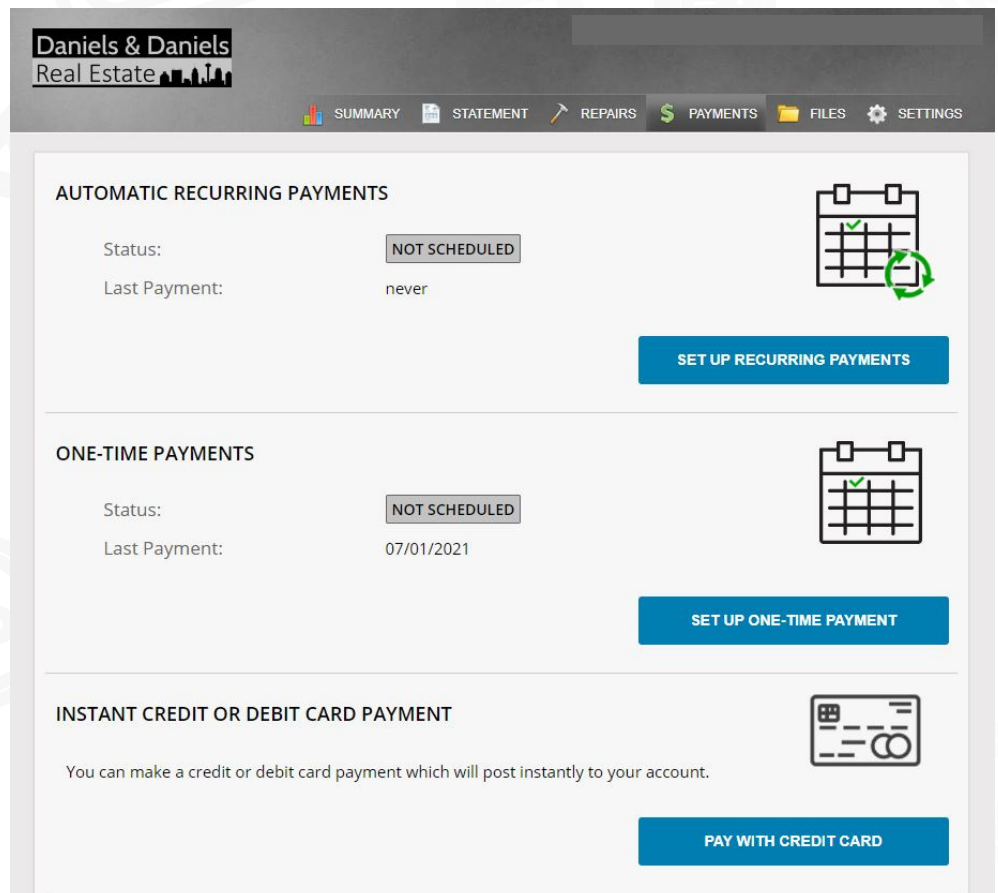
If you forget to disable your scheduled payments and the money withdrawals from your bank account and you receive an overdraft fee, Daniels and Daniels Real Estate will NOT be responsible to reimburse you for an overdraft fee.

If you need to obtain access to your Rentec Direct tenant portal, you may call our office at 210-764-3444 and we will assist you.

Thank you for your cooperation,

Daniels and Daniels Real Estate
Property Management

Daniels & Daniels
Real Estate



The screenshot displays the 'Daniels & Daniels Real Estate' tenant portal. The navigation bar includes 'SUMMARY', 'STATEMENT', 'REPAIRS', 'PAYMENTS', 'FILES', and 'SETTINGS'. The main content area is divided into three sections:

- AUTOMATIC RECURRING PAYMENTS:** Status is 'NOT SCHEDULED', Last Payment is 'never'. A calendar icon with a green checkmark and a refresh symbol is shown. A blue button labeled 'SET UP RECURRING PAYMENTS' is at the bottom right.
- ONE-TIME PAYMENTS:** Status is 'NOT SCHEDULED', Last Payment is '07/01/2021'. A calendar icon with a green checkmark is shown. A blue button labeled 'SET UP ONE-TIME PAYMENT' is at the bottom right.
- INSTANT CREDIT OR DEBIT CARD PAYMENT:** Text states 'You can make a credit or debit card payment which will post instantly to your account.' A credit card icon is shown. A blue button labeled 'PAY WITH CREDIT CARD' is at the bottom right.