



Move-Out Checklist

Property Management and Investments, LLC

6704 North 26th Street, McAllen, TX 78504 (956) 827-3707, Ann Anderson, Broker/Owner

Thank you for renting a property through our company. To receive a full refund of your security deposit the property must be left in the same condition or better than when it was first occupied. Please leave all window coverings that were in the property prior to your move-in. **We ask that you notify us at least 5 days prior to vacating the property to set up a time for a move-out inspection. If you do not scheduled a move-out inspection & meet with us personally you are accepting our determination of the property condition at time of move-out. Utilities must be on** until the end of your lease term for your move-out inspection and if additional cleaning & maintenance must be done to the property after your departure we need utilities. Texas Property Code requires you to surrender the property & give the landlord a written statement of your forwarding address, after which the landlord has 30 days in which to account & return your security deposit minus any charges.

We request that the following items be done to receive a full refund:

1. Remove all food, trash & personal belongings. Trash must be at the curbside in the trash receptacle.
2. Clean all floors & have carpets professionally shampooed. (we can recommend companies).
3. Clean all bathrooms & kitchen.
4. Clean all appliances, inside & out thoroughly.
5. Replace all burnt out light bulbs.
6. Replace a/c filter with a new filter & clean grate.
7. Clean, sweep, & mop garage.
8. Mow, trim, & weed the yard.
9. All window coverings must be cleaned & not damaged.

Upon leaving please fully secure the house by locking all windows & doors. Leave any garage door openers on the kitchen counters. All keys must be returned to Accel Property Management.

If you choose not to do the items listed above you will be charged according to our rates at the time of move-out. The following is a list of our current charges:

1. General Cleaning including vacuuming, floor cleaning & trash removal-prices begin at \$75 (depends on size of the property & condition)
2. Stove/oven cleaning-\$50
3. Refrigerator cleaning-\$50
4. Replacement of screens/light fixtures-\$10 each plus actual cost of the screen & installation
5. Repairs to doors-\$15 each plus actual cost of the door & installation
6. Light bulbs replaced-\$5 per bulb plus bulb cost, \$10 for oversized florescent lights plus bulb cost
7. Removing & Repairing nail holes-Actual cost of vendor to repair & touch-up paint
8. A/C filters-\$10 plus actual cost of the filter & installation.
9. Window Coverings: \$20 plus actual cost of new window coverings & installation
10. Cleaning/repair of damage, other than normal wear & tear-\$30 an hour
11. Cleaning back yard & landscape-\$20 plus actual cost charged by landscaper.
12. Carpet Shampoo-\$20 plus actual cost charged by carpet cleaner
13. Trash Removal-\$25 plus actual cost to haul away & dispose of trash
14. Garage Door Openers-\$25 plus actual cost of new openers.
15. House Keys-\$20 per key
16. Toilet paper roll holder & towel racks-\$10 plus actual cost to replace & install

These items will be deducted from your security deposit. If your charges exceed any security deposits you will be responsible for the additional cost or Accel Property Management will proceed legally to recover these costs.

Revised 5/14/10