

# Move Out Procedures

- ⇒ You must call and schedule a walk thru with the Property Manager when all items below are complete and you are ready for the inspection. A second walk thru will be a \$50 charge.
- ⇒ Deposits are refunded within 30 days of vacating, be sure to provide a forwarding address
- 1. Spots, dirt, grease, fingerprints and other marks to be removed from walls, ceilings, woodworks, baseboards, windowsills, doors and other surfaces.
- 2. Nails and screws to be removed and the walls and doors and all such surfaces restored to their original condition. Holes and/or spots must be professionally patched and matched to the existing surface.
- 3. All drawers, furniture and cabinets to be emptied, wiped out and left open. Closets and shelves to be cleared of hangers and trash. Kitchen cabinets are to be free of food particle, cleaned and left open.
- 4. Refrigerators: the refrigerator to be defrosted and thoroughly washed out with a mild detergent and then wiped completely. Unplug and make sure to leave the doors OPEN. Exterior surfaces should be cleaned, including the rubber door seal. The refrigerator should be moved from the wall and the area underneath and behind cleaned, and the refrigerator returned to its original position.
- 5. Range: wire brushes or sandpaper should never be used. Easy Off is a good product to use on the oven interior. NOTE: do NOT attempt to use a cleaning product on a self-cleaning oven or on the heating element of any oven. Drip pans to be replaced if they cannot be cleaned to a like new condition.
- 6. Light fixtures and ceiling fans to be cleaned and equipped with working bulbs of proper size.
- 7. All tubs, basins, sinks, toilets, and tile to be thoroughly scrubbed, cleaned and dried. If caulking is damaged due to neglect or misuse, caulking must be professionally replaced at tenant expense.

## Move Out Procedures

- 8. All HVAC (heating & air) units and vents must be cleaned, new filters installed, and the access panel left OPEN for inspection.
- 9. Exhaust fan and vent hood to be cleaned and free of marks or tears and filters replaced.
- 10. All tile or wood floors to be cleaned and free of marks or tears.
- 11. Garage and driveways to be cleaned and all grease or oil marks removed.
- 12. Lawn to be neatly moved and edged to include under porches and in flowerbeds. Trash and other debris to be removed.
- 13. Windows and mirrors to be cleaned, inside and out. Screens to be in original condition or replaced. Curtains and blinds to be cleaned.
- 14. Fireplace to have all ashes removed and fireplace cleaned.
- 15. Carpets MUST be professionally cleaned. Present the receipt for payment of carpet cleaning to the inspector at the time of inspection. Self-cleaning or rental equipment receipts with NOT be accepted. Carpets must be steam cleaned professionally and pass inspection. If carpet does not pass inspection, tenant will be charged to have the carpet re-cleaned correctly.
- 16. The property is to be free of insects and professionally sprayed upon vacating. A receipt is required to be turned in at the inspection. If this is not done you will be charged for professional pest control.
- 17. The utilities must be left on for the inspection and for FIVE business days after inspection.



*Texas Bound Real  
Estate & Property  
Management*

*3310 E. Centex  
Expwy, Suite 209  
Killeen, TX 76543  
254-630-1181*

*www.TexasBoundRe  
alEstate.com*

## Rental Application

### Application Requirements-

- ⇒ Online at [www.TexasBoundRealEstate.com](http://www.TexasBoundRealEstate.com)
- ⇒ \$40 application fee required per person. Application fees are non-refundable
- ⇒ Household's gross earnings must be 3 times the rent.
- ⇒ Credit score must be at least a 500. (evaluated case by case)
- ⇒ No prior evictions.
- ⇒ Subject to verification of prior rental history and employment.
- ⇒ Applications take 24 hours to process. Security deposit can be paid to hold a property. Security deposits are non-refundable after 72 hours and will be retained as liquid damages.
- ⇒ Credit check is pulled
- ⇒ Eviction history pulled
- ⇒ Criminal history pulled
- ⇒ Prior rental history verified
- ⇒ Employment verified
- ⇒ Debt to income will be evaluated
- ⇒ Eligibility discussed with landlord
- ⇒ Pet fee is \$250 per pet. Pets are subject to the landlord and the property.

## Tenant Responsibility

- ⇒ HVAC filters must be replaced every 30 days. If you do not know how to change the air filter, where it is located, or the size of the air filter, please ask! You will be held liable for any damages to the HVAC Unit due to your failure to change the filter every **30 days**.
- ⇒ Likewise, all normal maintenance should be conducted on a regular basis, such as change the batteries of the smoke detectors.
- ⇒ If your property has a Water Softener and you do not know how to operate it, please ask management.
- ⇒ To use your fireplace, be sure the flue is open, otherwise your house will fill with smoke. Be sure to have the Chimney cleaned yearly. The cost is under \$100.
- ⇒ Sprinklers have been set to keep the lawn alive and looking nice. Please do not adjust these unless you have spoke with the Property Manager first.
- ⇒ Yard maintenance is your responsibility.
- ⇒ Carpets must be professionally cleaned on move-out and a receipt is required. Please be aware that damage to the carpet that is not resolved with the cleaning may result in charges to your Security Deposit for the replacement of the carpet that is damaged up to and including full replacement.
- ⇒ You (the Tenant) are responsible for all pest control.
- ⇒ A written notice of termination to your lease is required at least 30 days before move-out date. The last month's rent will not be prorated regardless of when you, the Tenant, surrender the property.
- ⇒ You are responsible for providing us with current contact information.
- ⇒ Your payment is due on the 1<sup>st</sup> of each month. If not received by 5pm on the 5<sup>th</sup> of the month a late fee will be charged. Rent is accepted electronically, in check or money order, no cash. If 1 check is returned NSF, you will no longer be allowed to pay rent with a check.
- ⇒ If at any time an unauthorized pet is found on the property you will be charged the pet penalty/fee per your lease. Pet-sitting or pet visiting is prohibited.

## Move-In Process

- ⇒ Sign leases
- ⇒ Pay Deposit and first month's rent
- ⇒ Complete the Move-In checklist and return to the office within 30 days.
- ⇒ Log into your Tenant Portal, you will need to use the Portal to pay rent and fee and submit work order request

## Repair Request

- ⇒ Work Order Request are submitted online in your Tenant Portal
- ⇒ Contractors will call you to set up a time to come and make the repair.
- ⇒ If you have not heard from anyone in 2 days, please call or email the office @ [thompprop@gmail.com](mailto:thompprop@gmail.com)
- ⇒ Emergencies can be called into the Emergency line at **512-566-6144**
- ⇒ Example of emergencies are - Unstoppable water causing damage, Fire, Electrical sparks. If it is NOT an emergency, please submit a work order in the Tenant Portal