



## MOVE OUT INSTRUCTIONS

We would like to take this opportunity to thank you for your residency at Vintage Tyler Properties. We are disappointed to lose you as a resident, but we wish you good luck in the future. We want your move-out to go as smoothly as possible and we WANT to return your security deposit promptly and in full. And we will, so long as your rent is paid in full and you follow these instructions, which we are providing to avoid any misunderstandings regarding the refund of your security deposit. Management has 30 days to refund necessary deposits.

**We ask that you do the following:**

### KITCHEN

- Stove/Oven:* Clean all surfaces/sides and oven interior to remove grease and burned-on articles. Thoroughly clean knobs and burners.
- Refrigerator:* Clean thoroughly inside and out (preferably with bleach spray).
- Vent hood (If your unit has one):* Clean thoroughly, remove and wash filter.
- Dishwasher (if your unit has one):* Clean interior, unlock door catch.
- Cabinets:* Wipe down interior and exterior surfaces.
- Other:* Clean sinks, faucets, countertops, and pantry. Sweep and mop floor. Wipe down baseboards.

### BATHROOM

- Bathtub:* Clean any accumulated soap from soap dish and tub corners. Clean soap scum from tub and shower walls.
- Medicine and base cabinets:* Clean the interior and cabinet fronts.
- Commode:* Thoroughly clean and disinfect exterior and interior (all around the base too).
- Other:* Clean sinks, faucets, countertops, and sweep/mop floor. Clean the mirrors with glass cleaner. Wipe down baseboards.

### CLOSETS

- Empty completely, including hangers.
- Shelves:* Wipe down and remove shelf paper and tacks or nails.

### PATIO/PORCHES

- Remove all items and debris, including trash and BBQ pits.
- Sweep.

## **WALLS/WOODWORK/DOOR/WINDOWS**

- Remove marks, stickers and handprints.
- Wipe switch plates, light covers.
- Clean the mini-blinds and interior windows.
- Wipe down ALL baseboards.

## **FLOORING**

- Sweep, mop and vacuum
- Shampoo carpets (if your unit has it).

## **GENERAL**

- Replace all burned out or missing light bulbs.
- Replace dead or missing smoke detector batteries
- Make sure all debris is removed from, the unit, including trash bags and phone books.
- Wipe down the ceiling fan(s) and/or light fixtures.

## **PET OWNERS**

- We will inspect the unit for pet damage to the carpet, tile and woodwork.
- We may, at our own discretion, turn off the A/C and close the apartment for 2-3 days to check for pet odors, which may not be apparent at the time of inspection.
- If fleas are found in the dwelling, all deposit is lost and you will owe the lost rental income due to the lengthy time it takes to treat for fleas. If in doubt, use Precor spray from the chemical store all over the house.

## **LARGE ITEM & HAZARDOUS MATERIAL REMOVAL**

Items that you will be disposing of that are large/bulky items, or are considered to be hazardous materials by the Tyler Department of solid waste, must be disposed of properly BY YOU prior to move out. Failure to do so will result in charges to your deposit. Large items are things that will not fit in your trash can and that cannot be easily picked up by sanitation workers, such as couches, mattresses, chairs, cabinets, large heavy boxes, etc. Hazardous materials are items such as electronics, computers, monitors, televisions, printers, cell phones, tires, automotive batteries, paint, motor oil and antifreeze. Please contact Tyler Recycling and Tyler Solid Waste at: (903) 531-1388 for scheduling pickups of large items. Tyler Recycling Center is located at 418 N. Bois D' Arc, and are open from Monday to Friday: 7 a.m. to 5:30 p.m., Saturday: 8 a.m. to 2:00 p.m. They will accept most of the items listed above. Call them for specifics. Also, more information can be found on their website: <http://www.cityoftyler.org/Departments/SolidWaste.aspx>

For your apartment to be considered "undamaged," we will expect:

- Items we have supplied to you to be neither missing nor broken.
- Walls and paint to not have any holes larger than picture nail holes.

To avoid being assessed a key replacement charge; please return all keys for the unit at the time you vacate.

Please be reminded that you do have until midnight on the move-out date to vacate the unit. If you stay beyond the move out date, you will be subject to increased rent for the holdover period and be liable for substantial special damages as outlined in your lease contract if you have not made prior arrangements with management.

For your own protection against accruing additional phone, cable and utility charges, be sure to make arrangements to discontinue your service. **Please have the services' disconnection date as the day after you move out so that you will have utilities while moving out & cleaning.**

Also, please be sure to **leave a forwarding address** with management to aid in the prompt return of your deposit. In roommate situations, we only mail one check which is made payable to all lease parties, so please check with your roommate(s) to decide where and to whom the deposit should be mailed.

I hope we have covered all of the details you need to make your move a smooth one. If you have any further questions, please feel free to call me at 903-279-9560.

Thank you again for choosing to live at Vintage Tyler Properties. We have enjoyed serving you and we hope that you will recommend our properties to your friends, family and colleagues. Good luck in your new home!

Sincerely,  
Tammie Mills  
Property Manager  
Vintage Tyler Properties, LLC