



## MOVE-OUT INSTRUCTIONS

Property Address: \_\_\_\_\_

Per the lease, **WRITTEN NOTICE is required** within the specified time frame, signed by all residents stating your intentions to move out at the end of the lease term. Submit your official notice using this link: <https://www.stoneoakmgmt.com/move-out>

**Keys:** On the day of your move out, please make sure the property is vacated by midnight of that day. Leave all garage openers, access devices, and mail key, etc in a kitchen drawer. Lock the door when you leave and leave the last key in the lockbox located on site by us in advance; obtain the lockbox combo if not provide previously by emailing [moveout@stoneoakpm.com](mailto:moveout@stoneoakpm.com). If there is still evidence the property is being occupied you will be charged a holdover fee equal to 3x the monthly rent on a per-diem basis.

**Cleaning Instructions:** We require professional cleaning. A list of our recommended cleaning companies will be provided in an email we send out once you provide notice. Please note, if a professional cleaning receipt is not turned in via email to [moveout@stoneoakpm.com](mailto:moveout@stoneoakpm.com) you are subject to a cleaning charge.

**Washing Machines:** If the washer belongs to you, turn off the water valve and check for leakage. You will be held responsible for any water damage caused from the removal of the appliance.

**Lawn Care:** Be sure grounds and lawn are trimmed, clean, and free of weeds and leaves.

**Trashcans:** must be left empty and away from the view of the street. Discard all unwanted items and avoid piles of debris in front of your residence on moving day.

### \*AVERAGE SECURITY DEPOSIT DEDUCTION COSTS

Professional Cleaning	\$200-\$500	Pest Control	\$200
Carpet Cleaning per room	\$75	De Flea or deodorize	Actual Cost
Carpet Stain Removal (per stain)	\$25	Tire Removal (Pert Tire)	\$75
Painting per Wall (up to 15x10)	\$75	Replace Exterior Door	\$350+
Painting per Ceiling (up to 10x10)	\$75	Replace Deadbolt	\$100
Sheetrock Repair – up to 12"x12"	\$75	AC filters	\$20/ea
Sheetrock Repair – up to 3'x3'	\$150	Repair/Recover Tub	\$300
Replace Light bulb	\$5+/ea	Smoke Alarm Batteries	\$10+
Replace Wall Plug/Plate	\$10/ea	Blind wand	\$5+
Replace Door knob	\$50	Carpet/Flooring	Actual Costs
Replace Interior Door	\$150+	Window Screens	\$35+
Haul away trash/debris/furniture	\$200+	Bed Bug Treatment	Actual Costs
Pest Waste Removal	\$100+	Blinds/ vertical slats	Actual Costs
Drip Pan (all 4)	\$45	Toilet or toilet seat	Actual Costs
Light Fixtures	\$100+	Ceiling Fans	Actual Costs
Light Globes	\$25	Lawn Care	Actual Costs
Oven Rack	\$30+	Appliances	Actual Costs
Reinstall doors on track	\$30+	Tub stoppers/ drain covers	\$15+/ea
Windows	\$200+	Appliances	Actual Costs

**\*These are average prices ONLY, costs will vary, these estimated examples may or may not include actual labor costs.\*** This is not an all-inclusive list; there may be items not listed that do not release you from your responsibilities under the Lease.

Tenant Initials: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ Landlord/Manager \_\_\_\_\_, \_\_\_\_\_

Property Address: \_\_\_\_\_

**Forwarding Address:** The Property Code does not obligate a landlord to return or account for the security deposit until the tenant surrenders the Property and gives the landlord a written statement of the tenant's forwarding address, after which the landlord has 30 days in which to account.

**Last Month's Rent:** The security deposit can **NOT** be used to pay the rent unless specifically written into the lease or agreed in writing at a later time.

**Only one security deposit refund check will be issued.** You will receive an itemized list of charges incurred usually sent via certified mail and postmarked within 30 days of your lease end date. Move out walk through inspections are never done with tenants. If you filled out a move in condition form and turned it in within the required time frame we will review once you have vacated.

_____ Tenant	_____ Date	_____ Tenant	_____ Date
_____ Tenant	_____ Date	_____ Tenant	_____ Date
_____ Tenant	_____ Date	_____ Tenant	_____ Date
_____ Landlord or Landlord's Representative	_____ Date	_____ Landlord or Landlord's Representative	_____ Date