



## **OWNER MOVE OUT CHECKLIST WITH INSTRUCTIONS**

This form will offer outgoing owners of homes that are about to be rented more information on what to expect next with their homes, and to provide a guideline to ensure the home is ready.

We ask that your property is fully vacated at least 72 hours in advance of the lease start date. Please inform us of any last minute arrangements, i.e., carpet cleaning, maid or lawn service you have contracted with directly that may be taking place after your move out.

Once you have fully vacated the home, we will have the home inspected to establish a baseline of what the condition of the home is in upon RentWerx San Antonio taking over management.

**Review the following information for additional steps that may need to be completed.**

**1) UTILITIES:** Ensure all utilities remain ON at the property. Once a lease agreement has been signed, you may use the START date for that lease agreement as the day you can remove services out of your name. From the start date of the lease agreement forward, all utilities will be the responsibility of the tenant.

**2) KEYS:** In accordance with Texas Property Code – locks will be changed at your home within 7 days of the tenant occupying your home. Leaving an abundance of spare keys will not be needed as we are required by law to change the locks. A copy of the key to your home will always be available in our office under our key control system.

**3) GARAGE DOOR OPENER:** Ensure that all garage door remotes, or HOA gate remotes are turned into RentWerx San Antonio. We will take full accountability of those upon moving the new tenant into the home and those items will then become the responsibility of the tenant. Should any of those items need to be replaced, that is typically a tenant charge.

**4) SERVICE CONTRACTS or HOME WARRANTIES:** At the request of the owner, we can assist with working with vendor service contracts or home warranties such as American Home Shield. In our experience, neither of these two additional home contracts are advisable for numerous reasons. We request any information the owner may have on these programs so we may be notified of any specifics in writing prior to any maintenance requests.

**5) CLEANING AFTER MOVE OUT:** We ask that the home be cleaned as well as possible to a “Hotel Ready” state of clean to include all of the items in the checklist below. Making the first impression on the tenant is imperative. Tenants expect to move into a spotlessly clean home and will voice a strong level of dissatisfaction if the home is not to their standards. We often recommend you have the home professionally cleaned.

**6) CARPET CLEANING AFTER MOVE OUT:** After the home has been cleaned to a “Hotel Ready” standard, we ask that the carpets be professionally cleaned either by the owner, or RentWerx San Antonio. The incoming tenants will expect this, and when they vacate, the same expectation will be put upon them for completion.

**7) NO PERSONAL PROPERTY SHOULD BE LEFT AT THE HOME:** This would include any furniture, tools, outdoor grills, and landscaping tools. Cleaning supplies for the new tenants may be left behind for continued use at the property. Do not expect them to be left or replaced by the tenant once they vacate. RentWerx is not responsible for anything that the owner leaves behind.

**8) REPAIRS TO BE COMPLETED BEFORE TENANT MOVE IN:** Plan to coordinate all repairs to be completed before your departure from the property. We prefer you have all repairs performed by a vendor of your choosing and if you do not have one, RentWerx San Antonio Maintenance can assist with any make ready items. If you contract with an outside vendor for repairs to be completed, and they are not completed by the time you depart, let us know of the details surrounding the repairs so we can schedule any tenant or marketing actions around that completion date.

Below will be a rough checklist of what should be gone through to ensure that the home is ready for turnover to an incoming tenant. It is imperative that a safe and clean home be presented to the tenant to set the tone for their entire stay. This is the time where tenant renewals happen – during their first impression of the home, homeowner, and management company. Owners need to ensure they make the most effort up front to ensure the move in goes smoothly.

For any further questions regarding this checklist, contact our staff at 210.497.8686.

# CLEANING & MAINTENANCE MOVE OUT CHECKLIST

## **General:**

- Air Vents and Air Intake Vents** – free of dust and filters replaced;
- Baseboards** – Clean and dust free;
- Doors** – Interior and exterior must be clean, including door jambs, door knobs, thresholds and side lights;
- Carpeting** – Must be vacuumed and professionally cleaned; (Tenants are required to use provide a professional cleaning upon move out).
- Fireplaces** – All cinders & debris shall be removed and swept clean;
- Flooring** – Vinyl and tile floors must be mopped; Hardwood floors should be swept and damp mopped.
- Light Bulbs** – Shall be replaced wherever bulbs have burned out with compatible matching bulb, i.e., energy saving bulb to match prior energy saving bulb;
- Light Fixtures** – Interior and exterior light fixtures must be clean and dust free including fan blades; light globes must be washed, broken globes replaced;
- Light Switch Covers** - Replace damaged or broken receptacle & light switch covers. Covers should match existing.
- Smoke Detectors** - Smoke detectors need to be cleaned, dirt and dust free, and remove all cob webs, etc. Smoke detector batteries should be replaced.
- Trash** – All trash must be removed from premises, not awaiting trash pickup;
- Walls** – Wiped clean, dusted so that no marks are visible. Nails must be removed and holes patched with painting completed as necessary.
- Windows** – Interior & exterior glass cleaned in every room; Window tracks should be vacuumed & free of debris; Screens need to be cleaned and/or replaced or repaired if holes are present.
- Window Sills** – Window sills should be vacuumed and washed in every room;
- Window Treatments** – Mini blinds and curtain rods must be clean and free of dust;

## **Kitchen:**

- Cabinets and Drawers** - Wash cabinets and drawers inside and out. Remove any shelf paper. Wipe out drawers with damp rag.
- Countertops and Backsplashes** – Thoroughly cleaned, free of grease, debris and food particles;
- Dishwasher** - All interior and exterior surfaces should be free of soap residue and food particles. Exterior surfaces should be wiped clean of all dirt, stains and food particles to include the door seals.
- Garbage Disposal** - Disposal should be clean of all food particles and odor free.
- Range Hood and Microwave** - All surfaces should be clean of dust, food particles and grease; Metal filters shall be cleaned or replaced, if applicable; Hood fan light bulb should be operational.

- ❑ **Refrigerator** – Interior and exterior washed throughout – after removing all bins and racks so that all refrigerator components have been thoroughly cleaned; the seal around all doors should be clean and free of mildew, stains, etc. The condensation (drip) pan under fridge needs to be cleaned if, accessible. The appliance shall be moved so that floor underneath is cleaned and coils behind have been vacuumed; Refrigerator bulbs shall be replaced with compatible bulbs if burned out; If refrigerator is not frost free, freezer must be defrosted; Refrigerator should not be turned off or unplugged, but instead turned to a low setting.
- ❑ **Stove** - Remove racks and broiler pan, soak in hot water to clean, dry well. Clean inside of oven, top of stove, under elements, pan drawer, exhaust fan, hood. Remove lower drawer and clean under stove. Wash and dry outside of stove. Drip pans should be replaced if signs of wear are evident.

#### **Bathrooms:**

- ❑ **Bathtubs and Showers** - Clean and remove all stains, dust, lime, mineral deposits and soap residue from bathtubs, toilets, sinks, showers, shower doors, shower surrounds, door tracks, towel bars and built-in soap dishes. Caulk/grout tubs as necessary.
- ❑ **Floors (vinyl, ceramic, etc.)** - Should be mopped and all base molding and trim cleaned including crevasses and corners.
- ❑ **Toilets** – Entire toilet fixture shall be scrubbed and disinfected including toilet base, tank top and crevices behind toilet; If stains cannot be removed from toilet seat it should be replaced.
- ❑ **Sinks, Mirrors, Faucets** – Should be cleaned and free of streaks and spots;
- ❑ **Vanities, Cabinets, Shelving, and Towel Bars** – The interior of all medicine cabinets and vanity cabinets must be clean and shelving should be free of rust; if rust cannot be removed, medicine cabinet should be replaced. Contact paper or shelving liners should be removed. Towel bars should be cleaned and/or replaced if broken.
- ❑ **Walls and Ceramic Tile** - Wash all walls and doors until free from dirt, mildew, marks, etc. Ensure that tile is thoroughly cleaned from all soap scum.
- ❑ **Exhaust Fans** - Need to be cleaned, free of dust, and silent during operation.

#### **Exterior:**

- ❑ **Trash, Debris, and Leaves** - Remove all personal belongings from yard and pick up & remove all trash, and debris. Any gutters or downspouts should be cleaned.
- ❑ **Yard Maintenance** - All flower beds around home should be cleaned out and weed free. Lawn should be mowed and edged several days prior to vacating.
- ❑ **Siding** – Wash exterior siding if dirt, mildew or marks are present.
- ❑ **Carports, Garages, and Patios** – should all be broom clean and clear of debris.