



TENANT NOTICE WALKTHROUGH SIGN-OFF SHEET

One of the purposes of this walkthrough is to inform the Tenant/s of expectations and details with regards to damages and cleaning at the property for real estate showings and prior to moving out.

Tenant to check one:

- I/we submitted a Residential Lease Inventory And Condition Form at the beginning of the lease and acknowledge that damage assessment will be based on that.
- I/we did not fill out the Residential Lease Inventory And Condition Form at the beginning of the lease despite it having been provided to me/us and acknowledge that any damages found upon inspection may be charged back to me/us as a result.

The Tenant/s acknowledges and agrees to these items:

- The Tenant/s will keep the home clean and tidy for real estate showings.
- The SmartEgg Field Coordinator is not authorized to make a judgment on any damages seen or unseen at the time of the walkthrough.
- The SmartEgg Field Coordinator reviewed the Move-Out Checklist in full with the Tenant/s.
- The SmartEgg Field Coordinator reviewed the "Damages vs Wear and Tear" document clearly and the Tenant/s understands the differences.
- The Tenant/s understands that damages (not normal wear and tear) will be deducted from their security deposit.
- By signing this document the Tenant/s acknowledges that they are responsible for the property as outlined in the documents shared and discussed with the SmartEgg Field Coordinator.

Signature of Tenant 1

Date

Tenant 1's Name — Printed

Signature of Field Coordinator

Date



Move-Out Process & Security Deposit Information

We have truly appreciated having you as a resident and wish you the very best as you move to your new home. To ensure a smooth transition, please review the information below outlining expectations and the move-out process.

Inventory & Condition Form

At move-in, you completed an Inventory and Condition Form documenting the home's condition at the time you took possession. Any items noted on that form will NOT be charged to you at move-out, as they were pre-existing and not caused by you. Charges apply only to damage beyond normal wear and tear that occurred during your tenancy.

What Happens After You Vacate

A professional vendor performs a detailed inspection. A written report categorizes Owner vs. Tenant responsibility. Repairs are completed at vendor pricing. Tenant-responsible charges are deducted from the security deposit. If repair costs exceed the deposit, the remaining balance is owed.

Tenant Responsibility Includes

Damage beyond normal wear and tear caused by the tenant, occupants, guests, or pets; broken windows, screens, blinds, doors, or fixtures; large holes or excessive wall damage; pet damage or excessive carpet stains; clogged plumbing caused by misuse; trash or personal items left behind; failure to report maintenance issues resulting in further damage; and missing keys, remotes, or access devices.

Cleaning Requirements

Your lease addendum includes specific cleaning requirements beyond the standard lease. At move-out, the tenant must professionally clean the residence and professionally clean the carpets if carpets are present. Receipts for these services must be turned in when returning the keys. If receipts are not provided, the tenant may be fined and cleaning costs will be charged to the tenant.

Required Maintenance Items

Tenants are responsible for replacing light bulbs, smoke detector batteries, thermostat batteries, garage remote batteries, HVAC filters (if required), and maintaining lawn care (if required in the lease). Failure to maintain these items may result in charges.

Damage beyond normal wear and tear is chargeable. If you have questions prior to vacating, please contact Smart Egg Management.

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- Windows & Screens** – Clean windows, sills, sliding glass doors and tracks. Properly reinstall screens if they are down.
 - Utilities** – Please have these turned off the day after your lease expires, no sooner. If we are unable to document the condition on the last day of your lease you may be charged with the cost to turn these back on. This is a standard part of every lease.
 - Garbage** – All trash must be removed or hauled off before the lease expires. Yards must be returned to original condition; weeds removed, plants and grass replaced if they didn't survive.

Recommended Vendor: IREP (512) 587-2186

- Paint** – If you put a small nail hole in the wall, that is considered normal wear and tear and will not be charged back to you to repair. If you painted the wall or put large anchors or large nails that leave large holes, that is considered damage and will be charged to you if not repaired. Please ensure all hand prints are wiped off, including light switches, trim, entry and exit doors and holes are repaired.

Recommended Vendor: That 1 Painter (512) 373-0002

- Appliances** – Please ensure that all appliances are cleaned out, wiped down and damages repaired.

Recommended Vendor: Hobbs Appliance Repair (512) 799-9692

- Fireplace/Chimney** – If your home has a fireplace and you have used it, please be sure to have it professionally cleaned and provide the receipt to us.

Recommended Vendor: Lonestar Air Duct & Chimney (512) 296-3379

- Fences** – Please ensure any damage is corrected.

Recommended Vendor: Wedo Home Improvement (512) 368-5250

- Refills** – Water softeners, propane tanks and similar items should have been filled when you arrived at your home. These are expected to be full at the time of your departure. Please have this arranged prior to leaving or expect for us to have to reduce your deposit by the amount of the bill to have these refilled. If they were not full upon arrival it should have been noted on your move-in inventory and condition form that was turned in when you moved in.

- Keys, garage door openers, pool keys, access cards, etc.** – These should all be left in one kitchen drawer or mailed to us. Each remote or card must be returned. Replacement of any missing or broken items will be deducted from the deposit. Please ensure to lock the door from the outside only upon your departure so that we may enter using the key. **DO NOT EXIT THROUGH THE GARAGE DOOR USING THE REMOTE.**

Recommended Vendor: Cedar Park Overhead (512) 335-7441

MOVE OUT CHECKLIST

- Forwarding Address** – Tenant will send forwarding address to info@smarteggmgmt.com as soon as it is known, so as to allow for timely receipt of security deposit.
- Move-Out Fees** – Tenant will be charged a minimum \$50.00 service call, plus all associated costs for the following items: missing or dead smoke detector batteries, missing smoke detectors, missing or burnt-out light bulbs, and dirty or missing air filters.
- General Cleaning** – The home must be professionally cleaned upon move-out and a copy of the receipt provided to us. Details about what must be cleaned follow below—we recommend you give this list to your cleaner. If SmartEgg fails to receive receipts by the lease expiration date, a \$50.00 transaction coordination fee, plus cost of services will be charged to the tenant(s) for each missing receipt.

Recommended Vendor: Blanca Mejia (512) 529-3957

- Garage Floors** – Please ensure that the garage is free of any cobwebs, and any oil from vehicles is cleaned and removed.

Recommended Vendor: Spot Lifters Carpet Cleaning and Restoration (512) 401-3632

- Air Filters** – These must be new within the last month or you will be charged for a replacement.
- Carpets/Flooring** – Carpets are to be professionally cleaned. If you had pets present, an enzyme treatment must be performed. If there are stains in the carpet, they will have to be repaired or replaced. This goes for damage such as broken tiles, cuts or water damage to wood flooring as well.

Recommended Vendor: Spot Lifters Carpet Cleaning and Restoration (512) 401-3632

- Fans & A/C Vents** – All fan blades, air conditioning vents, and fans/ventilators including those in the kitchen and bathrooms must be cleaned.
- Light Fixtures** – All lights must be working or replaced with correct-sized bulbs. All fixtures must be cleaned and free of dust and cobwebs.

Recommended Vendor: Wedo Home Improvement (512) 368-5250

- Blinds & Drapes** – Vacuum and clean all blinds and draperies. Replace if broken.
- Interior Walls** – Clean all smudges and soiled areas, especially near switches, range and sink.
- Kitchen** – Clean refrigerator, stove and oven (including broiler drawer), cabinets and drawers, pantry shelves and doors inside and out.
- Bathrooms** – Clean toilets, basin sink, shower/tub, cabinets & shelves, bathroom floor, and shower. Bathtub and sink stoppers must be in working order or replaced.
- Pets** – All pet markings, damage, droppings or odors must be cleaned, yard included. Please take your pets and pet accessories with you when you leave.



WEAR & TEAR	DAMAGES
1. Small nail holes caused by a 6 penny nail or smaller. A 6 penny nail is 2 inches long and is used for hanging picture frames and other items on walls	Large holes from hanging shelving, pictures, screws, wall anchors, flat screen television brackets or any other wall hanging that causes damage larger than a 6 penny nail
2. Faded paint	Spot painting and patching or touch up painting of any kind
3. Faded caulking around the bathtub and tiles	Missing caulking around the bathtub and tiles
4. Hard water deposits.	Buildup of dirt, mold, mildew, or water stains from a preventable or unreported water leak or drip
5. Worn out keys	Broken, lost or unreturned key
6. Loose or stubborn door lock	Broken or missing locks
7. Loose hinges or handles on doors	Damage from a door from forced entry, or damage from using feet to open doors
8. Worn carpet traffic patterns	Torn, burned, stained, missing, ripped, scratched, or snagged carpet, pet damage
9. Faded finish on wood floors	Scratched, gouged, warped or water damaged wood floors
10. Linoleum worn thin	Linoleum with tears, chips or holes
11. Worn counter-tops due to daily use	Burned, cut, stained, scratched or water damaged counter-tops
12. Drywall cracks from settling	Holes in walls, doors, screens or windows from misuse, negligence, carelessness, accident, or abuse
13. Faded, chipped or cracked paint	Unapproved or poor tenant paint job
14. Loose wallpaper	Ripped or marked-up wallpaper
15. Worn or heat blistered mini-blinds	Broken, bent, cracked or missing slats, wands or hardware. Broken strings
16. Dirty window and door screens	Torn or missing screens
17. Sticky Window	Broken window
18. Loose or inoperable faucet handle	Broken or missing faucet handle
19. Running toilet	Broken toilet seat, tank top or chipped or cracked toilet bowl
20. Musty Odor	Urine or pet odor throughout unit
21. Closet bi-fold door off track	Damaged or missing bi-fold door
22. Non-functioning smoke or CO detector	Missing or detached smoke detector or CO detector or missing batteries
23. Non-functioning light fixture	Missing, burnt out, or incorrect style light bulbs
24. Dry lawn	Lawn with pet urine spots, dead areas, excessive weeds
25. Slow draining drains	Drains that are clogged by hair, toys, or other non-flushable objects

Main Number M-F, 9am-5pm | (512) 910-4408

Maintenance M-F, 9am-6pm | EXT. 1 | Emergency After-Hours Maintenance | EXT. 2

PO Box 10743, Austin, TX 78766

www.smarteggmgmt.com