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## MOVE OUT CHECKLIST

- **Forwarding Address** – Tenant will send forwarding address to [info@smarteggmgmt.com](mailto: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*

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- **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*

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- **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*

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- **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: The Handy Hippie (512) 785-4486*

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- **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.
  - **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.
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*Recommended Vendor: IREP (512) 587-2186*

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- **Yard** - Yards must be returned to original condition, weeds removed, plants and grass replaced if they didn't survive.

*Recommended Vendor: A&J Lawn and Landscaping (512) 925-5700*

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- **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: 360° Painting (805) 570-7264*

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

*Recommended Vendor: Smart Services Appliances (361) 816-6868*

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- **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*

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

*Recommended Vendor: The Handy Hippie (512) 785-4486*

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- **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*

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