



Tenant Move Out Instructions and Checklist

At the time of occupancy, you were provided with an Inventory and Condition Form that permitted you to note any conditions inside and outside your property that were lower than pristine. Our team also performs a detailed property condition assessment at that time to note any deficiencies that were present when you began your lease. These documents, photos and/or videos will be reviewed upon your departure to determine the condition in which we should find the property.

Any wear outside of normal wear and tear is considered your responsibility and must be addressed before your departure. Any items remaining after your departure or the end of your lease (whichever occurs sooner) will be documented, deducted from the security deposit on file or resolved through legal channels if necessary. Normal wear and tear does not include neglect, damage resulting from misuse, or accidents caused by tenants.

IMPORTANT NOTE: * DO NOT LOCK THE KEYLESS DEADBOLTS WHEN YOU LEAVE THE PROPERTY. THE KEYLESS DEADBOLTS MUST BE UNLOCKED OR WE WILL BE UNABLE TO ENTER THE HOME AND YOU WILL BE CHARGED WITH THE COST OF ACCESSING THE PROPERTY. *****

The return of your deposit is contingent upon the fulfillment of all of your lease obligations. It is recommended that you review your Lease Agreement obligations prior to your departure. Below is a list of the most common obligations that must be met.

1. The tenant must fulfill all lease obligations including paying rent until the end of the lease term, maintaining the home and not violating the lease terms.
2. The tenant must vacate before or on the last day of the lease.
3. The tenant must return all keys, door/mailbox/garage door/pool keys/etc to management on or before the last day of the lease agreement. Please hand deliver or mail all of these to our mail box at 13901 Midway Road #102-127, Dallas, TX 75244 or leave in a kitchen drawer at the property. If leaving keys at the property, please inform Blue Crown Properties in writing via your tenant portal that you have surrendered possession of the property and left all access devices in a kitchen drawer.
4. The tenant must pay in full all rent charges, late fees, returned check fees, or maintenance fees by the last day of the lease. **Remember to deactivate any auto e-payments set up through the tenant portal to avoid making lease payments beyond the expiration of your lease.**
5. The property must be thoroughly cleaned inside and out. We strongly recommend a professional cleaning to ensure no deposit deductions. Please contact us if you need a recommendation for professional make ready cleaning.
6. Absolutely no garbage or personal effects of any kind may remain in the property, yard, garage, sheds, etc.
7. Any damages must be repaired to a like-new condition. This includes any plants, grass or flower beds that may have been neglected, fencing, etc.
8. A new HVAC air filter must be installed before vacating the property.
9. Carpets must be professionally cleaned and the receipt must be left on the kitchen counter. Please ensure the property address is on the receipt. Please contact us if you need a recommendation for carpet cleaning.



10. The tenant must provide management with a written forwarding address and phone number so that we may contact you and mail the itemization of the security deposit.

The final accounting and disposition of your security deposit will be mailed via certified mail to your forwarding address within 30 days of you officially surrendering possession of the property and providing management with your forwarding address in writing through the tenant portal. Please note that, per Texas Property Code, both of these actions must occur before the "30 day clock" starts.

Note: Should the damages exceed the amount of the security deposit and the remaining unpaid balance is not paid by the tenant within the time allotted on the Security Deposit Itemization, legal charges may be filed by the property owner. Any amount that is sought will also incur legal fees as well as a 30% charge for the administration of the proceedings necessary.

Commonly Missed Items at Move Out:

- A/C filters - These must be new when you vacate the property.
- Fans & A/C Vents- Clean all fan blades, air conditioning vents, and ventilators including those in the kitchen and bathrooms.
- Light Fixtures – All fixtures must be cleaned and free of dust and cobwebs.
- Light Bulbs – Missing or burned out light bulbs and fluorescent tubes must be replaced and be of the same type and quality that were in the Property on the Commencement Date.
- Blinds & Drapes- Vacuum and clean all blinds and draperies.
- Interior walls- Clean all smudges and soiled areas, especially near switches, range and sink.
- Kitchen- Clean refrigerator, stove & oven, cabinets/drawers, pantry shelves and doors inside and out.
- Bathrooms- Clean toilets, basin sink, shower/tub, cabinets & shelves, bathroom floor, and shower. Bathtub stoppers must be in working order or replaced.
- Pets – All pet markings, damage, droppings or odors must be cleaned. This includes removal of all droppings in the yard. 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 have been removed.
- Utilities – Have all utilities turned off on the day your lease expires. If you move out earlier than the last day of your lease, your utilities must remain active through the end of the last day of your lease.
- Garbage – Garage must be swept out and **ALL** trash and personal belongings must be removed.
- Lawn and Landscaping – Must be returned to original condition, weeds removed, flower beds mulched, plants and grass replaced if necessary.
- Appliances – please ensure that all appliances are cleaned inside and out, wiped down and damages repaired. This includes under and behind a refrigerator.
- Fences – Please ensure any damage is properly corrected.
- Carpets – Carpets are to be professionally cleaned and the receipt left on the kitchen counter to avoid being charged for cleaning. If you had pets, an enzyme treatment must be performed. NOTE: Do not turn off the AC upon vacating the property if carpet is still damp from cleaning. Ensure the system is still operating to avoid the carpets mildewing.
- Keys, Garage Door Openers, Pool Keys, Access Cards, etc. –These should all be delivered to our drop box or left in one kitchen drawer and all 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 upon your departure and **do not lock any keyless deadbolts.**



This is simply a checklist of the most commonly missed items. If you would like to discuss any concerns with us, please don't hesitate to ask. At the end of your lease you will not be allowed to return to correct any damages left behind.

We are happy to provide you with our trusted cleaning vendors who can assist with your move out:

- Carpet Cleaning
 - Alfredo Calderon - (817) 832-3645
 - For Tarrant - Whirlwind Cleaning - (817) 845-0657
- General Cleaning
 - For Dallas, Collin and Denton - Karen Mitchell - (214) 705-5407
 - For Tarrant County - Teresa Mills - (214) 554-7382
 - For Tarrant - Whirlwind Cleaning - (817) 845-0657