



PO Box 580 – Del Valle, TX 78617

Phone: 512-478-5588 • Admin@AustinShamrock.com

Administrative Office – 512-412-6094

MOVE OUT PROCEDURE

In anticipation of your move out, please review the following items to insure an easy and pleasant move out.

All keys must be returned to us by midnight or the last day of the month. There is a daily charge of 3 times the daily rent, until we receive the keys.

As a convenience, we try to put a combo lockbox on the unit, before your move out, so you can leave the keys there.

However, if there is no lockbox or if you have problems with the lockbox, please contact our office to arrange for the dropoff of keys. Please do **NOT** leave keys locked in the property.

Please be sure you have supplied us with your new mailing address, in writing, so we may forward your security deposit refund report.

IT IS YOUR RESPONSIBILITY TO LOG INTO OUR WEBSITE TO CANCEL ANY RECURRING PAYMENTS THAT HAVE BEEN SET UP IN OUR SYSTEM. WE ARE NOT RESPONSIBLE FOR ANY PAYMENTS THAT ARE PROCESSED AFTER YOU MOVE OUT !

On page 2 is a list of cleaning criteria. If you will not be able to leave the property clean, please let us know so we can schedule our professional cleaning service and deduct the cost from your deposit. You will also need to leave the utilities on, until we are finished with the cleaning.

Due to complaints about the quality of workmanship from other companies, we no longer accept carpet cleaning receipts. We will automatically have the carpets professionally cleaned, by our contractor and deduct the cost, from your deposit. However, you still need to vacuum the carpets thoroughly.

Lastly, if you had a pet, we will de-flea the unit, to comply with Texas code. We have enjoyed having you as a tenant and wish you all of the best.



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Please use this check list while preparing the rental for inspection.

- Unit and yard must be completely free of trash & personal items. **Do not leave trash that the city will not pick up.**
- All bathrooms and kitchens must be thoroughly cleaned including behind toilet.
- Fireplaces must be cleaned out and dust free.
- Patios, balconies and storage closets must be swept and free from debris and trash.
- Light and plug switch covers should be cleaned and must be replaced if cracked or stained.
- Light bulbs in all fixtures in working order. Bath lights all the same style bulb in place
- All window blinds must be dusted and cleaned. Replace any broken or inoperable blinds.
- Make sure A/C filter is clean.
- Ceiling fan blades must be cleaned and dusted.
- The top of the refrigerator, the stove and the stove hood are common areas that are missed when cleaning, please don't forget them.
- If it is your responsibility for lawn care, then lawn, garden and hedges must be cut, trimmed and cleaned thoroughly.
- All vinyl, wood & tile floors need to be mopped and cleaned.
- We will have the carpets professionally cleaned, **but carpets must be vacuumed thoroughly as the cleaners do not carry vacuum cleaners.**
- All pilot lights should be on or gas turned off to all fixtures.
- Sinks to be cleaned and garbage disposal tested and free from blockage.
- All mirrors and windows should be cleaned inside and out.
- Clean doors, frames, baseboards, cabinets and trim from finger prints, dirt, dust, marks etc.
- Fill in any nail holes with matching color.

If you touch up the paint, please be sure it matches, if not you will be charged for repainting the unit.

Please remember to remove all food from the refrigerator and freezer and to leave the door propped open. Failure to do so, often causes the appliance to be destroyed and tenant is forced to pay for replacement.