

Renter's Move-Out Check-List

Scoggins Realty, LLC
16238 RR 620 N, Ste F #343.
Austin, Texas 78717
512-893-7577
Donna@DonnaScoggins.com

We prefer returning the entire security deposit instead of making arrangements to complete this list for you at your expense.

All items below must be performed to professional standards to reduce charges against your security deposit but are not limited to just these items

Give notice and pay the last month's rent as usual. You will need to give proper notice of at least one rental period (see your lease) and pay the rent. Your last rent payment is **not** your Security Deposit. Our office is not authorized to verify your rental history until your lease is paid in full.

Utilities: Don't forget to schedule to have your utilities to be turned off.

Carpet & Floors: Arrange for guaranteed professional carpet cleaning and give us a copy of the receipt, or let us make arrangements for you. Our regular professionals give us a guarantee - but not miracles. (Often, this cost is nearly the same as renting a machine and buying chemicals with inadequate soap extraction and results, and it saves you time.) Also, mop vinyl or wood flooring and splashboards.

Stove & hood: Clean stove completely: tops, rings, drip pans, and all grease and drips beneath the burners. Oven must be clean (if self-cleaning, you may use this feature to assist you). All crumbs and grease and/or burned on residue must be removed from the shelves and oven walls. Hood must be cleaned of all grease inside and outside. **DO NOT USE OVEN CLEANER ON ANY PAINTED SURFACES.**

Refrigerator: Clean inside, sides, top and doors of the refrigerator and freezer. Defrost (if not frost-free) and clean up all excess water. Pull out refrigerator from wall and clean floor beneath it.

Dishwasher: Clean interior door and walls and remove all dishes. Run one last washing cycle while empty.

Sink and Disposal: Clean sink and counter, and clear disposal of all food particles and debris.

Cabinets: Wash inside and outside of all kitchen and bathroom cabinets, drawers and doors. Wipe crumbs out.

Bathrooms: Clean and wash all fixtures: bathtub, tile, grout, toilet, sink and shower stalls. Clean bathroom floors and walls with special emphasis in cleaning around the base of toilet. Wipe out vanities and medicine cabinets.

Walls: **DO NOT PAINT OR SPACKLE** or fill holes or make repairs without written permission. Pull nails and clean all walls of fingerprints, markings, grime, and/or crayon markings. Cleaning, pulling nails, fixing poor spackling and repairs, as well as necessary related repairs and repainting will be done at your expense.

Woodwork & Windows: including doors, trim, and window sills: Clean all painted woodwork. Stained wood should be cleaned with Liquid Gold or equivalent. Wash windows inside, clean the frames, sills and tracks.

Draperies & Rods: If you have occupied the unit for more than 2 years and the drapes have not been cleaned, you must dry-clean them prior to leaving the unit and reinstall onto rods. Missing drapes, rods damaged or needing restrung as a result of abuse will be chargeable to tenant.

Garbage cans: Make sure you leave the cans free of trash. If there is trash left in the cans you will be charged \$80.00 a can to have it removed before the next tenant moves in. Our office can not be held responsible to take the cans to the curb and then to move them back into the garage when trash say is past.

Garage, Carport, Yard: Garage floor must be swept and all trash and garbage removed. Items left to pick up will cause expense to you. Grass and yard must be in good condition, watered, mowed, trimmed, and free of debris

Screens: Damaged or missing screens are chargeable to you.

Miscellaneous: Anything abandoned or left on the property will cause expense to you. Clear garage, install new a/c filters, yard, storage, room, crawlspace, interior and exterior of all your furnishings, belongings and trash. Check all closets, cabinets and rooms for remaining items. Arrange to have excess trash hauled by a third party, usually the city.

Smoke Alarms: Make sure smoke alarm is in place and working, missing batteries are chargeable to you.

Light Fixtures and ceiling fans: Clean all fixtures, shades and blades, and replace burned-out bulbs (60W only).

Keys: Take all keys, garage door openers and the carpet cleaning receipt to our address listed above. If after hours there is no mail drop slot. Leave them in the home and lock the door behind you then contact us e-mailing Donna@DonnaScoggins.com that you have done so. Without receipt of keys, there is no notice that you have moved and you will liable for continued rent. Once you turn over the home to the management company there is no second chance to go back and repair or clean.

Thank you for renting with Scoggins Realty, LLC