



ONE Innovative Management, LLC MOVE-OUT INSTRUCTIONS & CONDITION STANDARDS

Property Address: _____

This document is provided to assist Tenant in minimizing potential security deposit deductions. It supplements the Lease and the Property Condition & Inspection Addendum.

1. VACATING THE PROPERTY

Tenant must:

- Provide written confirmation of the exact date the Property will be fully vacant.
- Return all keys, garage openers, remotes, and access devices on or before lease expiration.
- Provide a forwarding address in writing.

Security deposit accounting begins after:

1. Possession is surrendered (all keys returned), AND
2. A forwarding address is provided.

Landlord will provide a written itemization within the timeframe required by Texas law.

2. GENERAL CLEANLINESS STANDARD

The Property must be returned in substantially the same level of cleanliness as received, excluding normal wear and tear.

All cleaning must be completed before keys are returned.

If professional cleaning, deodorization, remediation, trash removal, or restoration is required due to Tenant condition, the actual cost incurred will be deducted from the security deposit.

3. KITCHEN

- Cabinets, drawers, and shelves cleaned inside and out.
- All shelf liners removed.
- Countertops wiped clean.
- Refrigerator cleaned inside and outside, including surrounding floor and wall areas. Refrigerator must remain plugged in and operational.
- Stove, oven, cooktop, and microwave cleaned inside and outside.
- Dishwasher cleaned, including door edges and seals.
- Exhaust vents and filters cleaned.



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- Sink and disposal cleaned.

Excessive grease buildup or heavy residue requiring professional service may result in charges.

4. BATHROOMS

- Tubs, showers, sinks, and toilets cleaned and disinfected.
- Grout and caulking free of excessive buildup.
- Mirrors cleaned.
- Cabinets and drawers cleaned inside and out.

Mold or mildew resulting from lack of ventilation or failure to maintain may result in remediation charges.

5. ALL ROOMS

- Walls free of excessive marks, grease, and damage.
- Alterations (including painting) restored unless previously approved in writing.
- Floors vacuumed and mopped.
- Windows and sills cleaned.
- Blinds cleaned and operational.
- All light bulbs installed and working.
- Smoke and carbon monoxide detectors operational with batteries installed.
- HVAC filter replaced.
- Garage swept and free of debris.

6. CARPET & FLOORING – PROFESSIONAL CLEANING REQUIREMENT

Tenant acknowledges that prior to move-in, carpeted areas of the Property were professionally cleaned and delivered in professionally sanitized condition.

As part of surrendering the Property in comparable condition (excluding normal wear and tear), Tenant agrees that all carpeted areas must be professionally steam cleaned after all personal property has been removed and prior to returning possession.



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Tenant must provide a receipt from a licensed professional carpet cleaning company at the time keys and possession are surrendered.

If Tenant fails to provide a receipt evidencing professional cleaning, Landlord may arrange professional carpet cleaning and deduct the actual vendor invoice from the security deposit.

Professional cleaning is required regardless of visible staining in order to:

- Remove embedded soil
- Maintain sanitation standards
- Eliminate allergens and pet dander
- Restore the carpet to rentable condition

Use of consumer rental machines, self-cleaning equipment, or non-professional services does not satisfy this requirement.

All charges will reflect actual vendor invoices or reasonable market rates.

7. GROUNDS (IF APPLICABLE UNDER THE LEASE)

If Tenant is responsible for lawn or exterior maintenance under the Lease:

- Grass must be cut and edged.
- Beds must be free of debris.
- Shrubs trimmed.
- Trash removed.
- Oil stains addressed where reasonably possible.
- Holes filled and leveled.

Failure to maintain grounds may result in restoration charges based on vendor invoices.

8. KEYS & POSSESSION

All keys, garage door openers, remotes, gate fobs, and access devices must be returned.

Rent may continue to accrue until possession is fully surrendered.

9. SECURITY DEPOSIT



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Security deposits may not be applied to the final month's rent unless agreed in writing.

Deductions may include:

- Unpaid rent
- Tenant-caused damages
- Cleaning beyond normal wear
- Professional carpet cleaning
- Lawn restoration (if applicable)
- Trash removal
- Odor remediation
- Other charges authorized by the Lease

All deductions will be based on actual vendor invoices or reasonable repair costs.

10. COORDINATION & ADMINISTRATIVE FEE

If Tenant fails to complete required cleaning or repairs and Landlord must coordinate vendor services to restore the Property to rentable condition, a coordination/administrative fee of up to 10% of the vendor invoice may be charged to cover scheduling, oversight, and project management.

This fee represents reimbursement for actual administrative and coordination costs incurred and is not a penalty.

REPAIR & SERVICE COST GUIDELINES

(Minimum Estimated Costs – Subject to Vendor Pricing)

The following are minimum estimated charges for common services.

Actual charges may vary based on vendor pricing, severity, and scope of work.

These amounts are not guaranteed flat fees.

Service	Estimated Minimum
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Replace missing smoke detector	\$50 each
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Replace smoke detector battery	\$12 each
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Replace/restring blinds	\$75 each
Re-key (keys not returned)	\$100 per door
Emergency re-key	\$275 per door
Toilet clog (tenant-caused)	\$145 minimum
Tub/drain clog	\$95 minimum
Broken single pane window	\$20 per sq. ft.
Broken double pane window	\$40 per sq. ft.
Replace window screen	\$70 each
Landscaping clean-up	\$150 minimum
Sprinkler head repair	\$25 each
Trash removal	\$50 per cubic yard
Full home cleaning	\$0.35 per sq. ft.
Partial cleaning	\$45 per room
Appliance deep clean	\$70 each
Carpet cleaning	\$0.25 per sq. ft.
Partial carpet clean	\$50 per room
Paint repair	\$225 minimum per room
Tenant-caused pest control	\$125 minimum

Charges may be subject to applicable taxes and vendor rate increases.



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11. ACKNOWLEDGMENT

Tenant acknowledges receipt of these Move-Out Instructions and understands that failure to meet the above standards may result in security deposit deductions consistent with the Lease and the Property Condition & Inspection Addendum.

Tenant Signature: _____

Tenant Signature: _____

Tenant Signature: _____

Tenant Signature: _____

Property Manager: _____