

Check-Out Inspection Requirements

RPM Reliable Property Management, Inc.

Check-out inspections will be scheduled by RPM to occur after you have vacated the property. All of your furniture and personal items must be removed from the property by midnight of the move out date specified in the attached letter. Any items left at the property after the move out date will be thrown away. You may not re-enter the unit once you have moved out or you will be charged additional rent.

RPM will settle your deposit within 30-days of the termination date of your lease. The deposit settlement will contain an itemized list of the charges assigned to you; deposit refunds will be sent via Certified Mail to the last address we have on file. If you are breaking a lease, the deposit cannot be settled until your lease expires or the property is rented again.

General

1. Call all utilities to have service disconnected. If paying out a lease, you will need to leave the utilities on until the expiration of the lease or RPM notifies you that the property is leased again.
2. Make sure your heater or air conditioning is turned off when you leave and that the filter(s) are replaced.
3. Send forwarding address information to RPM. This should include a forwarding address and a telephone number where you can be reached. You can email this information to bobbi@landlordaustin.com, fax it to 512-327-3283, or mail to RPM, P.O. Box 30525, Austin, Texas 78755. If you do not provide your forwarding address, RPM is not required to settle your deposit.
4. Turn in any keys, pool tags and garage door openers that were provided to you when you moved in. **THESE ITEMS MUST BE RETURNED TO THE RPM OFFICE TO RECEIVE CREDIT FOR THEIR RETURN. YOU WILL BE CHARGED FOR REPLACEMENT OF ANY OF THESE ITEMS LEFT AT THE PROPERTY AND NOT RETURNED TO RPM.**

Tenant Cost for Cleaning the Property **\$100/\$300 depending on the size of the property.**

The following check list of items is required in order for you to successfully complete a check-out inspection.

Floors

- Carpet: The carpeting at your residence must be cleaned after you move out as per your lease. **RPM will schedule the cleaning once the make ready is done.** RPM uses Deep Eddy Rug & Carper Cleaners, Inc. The cost will be deducted from your deposit. Be sure to remove all trash and debris from the property. If RPM has to remove anything, additional charges will be incurred. This includes trash left for pick-up after your move out date.
- Sweep and clean vinyl and/or tile. Wax if necessary.
- Damp mop any wood floors to remove marks. Wax if necessary.

Walls/Wallpaper/Paneling/Painting

- Remove any fingerprints, smudges, foreign matter and dust.
- Wash switch plate covers.
- Clean baseboards.
- Remove all fasteners such as nails and screws from the walls. **DO NOT FILL HOLES**

**IF YOU ARE GOING TO NEED TO DO ANY PAINTING,
BE SURE TO PAINT THE FULL WALL.
PAINTING ONLY SMALL SPOTS ON THE WALL CAN RESULT IN A POLKA DOT
EFFECT THAT WILL REQUIRE US TO PAINT THE FULL WALL.
THE RULE IS WE SHOULD NOT BE ABLE TO TELL YOU PAINTED THE WALL.**

Bathrooms/Kitchen/Laundry Room

- Clean all sinks, toilets, showers, shower doors, countertops and all appliances to remove any dirt, fingerprints, water stains and smudges.
- Clean interior and exterior of all cabinets and drawers. Lemon oil any wood cabinets.
- Polish chrome fixtures.
- Polish all tile and fixtures.
- Clean oven racks and trays. Clean stove, broiler, microwave and fan vent hoods and filters (filter can be cleaned in dish washer).
- Clean and remove any debris/food from burner protectors on stove.
- Remove all food, etc. from inside of refrigerator. Clean all interior and exterior surfaces so there is no food/debris remaining. Clean the vent at bottom of the refrigerator door.

Windows/Doors/Mirrors

- Clean all interior windows below eight feet. Clean both sides of sliding glass doors.
- Clean all doors and mirrors to remove any fingerprints, smudges and dust.
- Clean light fixtures.
- Empty and wipe down all drawers, cupboards and closets.
- Repair any screens and doors.
- Replace any missing or broken door stops.

Entrances/Exterior Walkways, Garages

- Sweep and remove any dirt and debris.
- Clean entry light fixtures (front and back yards)
- Wipe off front door.
- Mow/edge/trim & water yard just prior to your move-out.
- Trim hedges down to window level.
- Remove any oil/grease stains from concrete garage floor and driveway.

Miscellaneous

- Replace light bulbs and smoke detector batteries, as needed.
- Clean heater vents and intakes. Replace all A/C filters.
- Remove any cobwebs.
- Remove any dead bugs from fixtures.
- Vacuum drapes/curtains.
- Dust curtain and shower rods.
- Wipe down blinds.
- Clean all ceiling fans and light fixtures.
- Empty and clean fireplace or woodstove
- Repair any damage you or your pets have caused to the property. It will be less expensive if you take care of your own damages.
- Discontinue your telephone service at least 24 hours before vacating. If the home is illegally entered while vacant and long distance phone calls are made on your line, the telephone company will charge you.

- Make arrangements to have your trash and garbage picked up **BEFORE** you discontinue your trash service. You will be charged if we have to haul away trash. It is best to haul trash away when you move since we may have someone moving in to your unit prior to your next garbage pick up. Do not leave your garbage can in view as this may result in an HOA violation and fine.

Cost for Interior and Exterior Property Repairs

Charged To Tenant Should These Services Be Required

Lawn	Mow, edge, & blow	\$40
Shrubs	Average size yard, (per job estimate)	\$40
Siding	Power washing, (per job estimate)	\$75
Exterior doors	Paint (per side)	\$35
Patio	Power washing	\$40
Exterior lights	Reg. bulbs/spec. bulbs	\$6/\$10/\$15
Interior walls	Wall -paint only	\$50 (per wall)
Wall & baseboards	Paint only	\$65 (per wall)
Wall	Kilz	\$45
Wall & Baseboards	Kilz	\$60
Interior doors	Paint (per side)	\$25
Door Stops	Replacement (standard)	\$4
Interior Lights	Reg. Bulbs/vanity bulbs	\$6/\$10/\$15
Screens	Re screening	\$40
Blinds	Replacing (standard sizes)	\$45
	Replacing (standard size, 2 inch faux (special order as needed)	\$70
Outlet covers	Standard plug or switch	\$4
Smoke detectors	Replacement	\$35
Shower rods	Replacement	\$25
Toilet seats	Replacement	\$35
Garbage disposal	Replacement	\$185

Drip pans	Replacement	\$25
HVAC filter	Replacement	\$15

SOME OF THE ITEMS AND COSTS COULD BE CHARGED TO YOU IF THE PROPERTY HAS ABOVE NORMAL WEAR & TEAR.