



MOVE OUT INSTRUCTIONS & CHECKLIST- V6.1

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Tenant agrees to abide by the following instructions pursuant to the Lease Agreement executed by Tenant.

Rent instructions for the last month of residency:

- Tenant shall deactivate its “Auto Rent Payments” within the Tenant portal after Tenant’s last month rent has been paid.

If a **Pro-rata amount of rent** is due for Tenant’s last month, Tenant shall complete the following:

- Tenant shall deactivate its auto rent payments in Tenant’s portal no later than 5 business days prior to the 1st day of the last month of the Lease Term. If Tenant fails to deactivate its portal a full month’s rent may be paid.
- If the Lease terminates on any day other than the last day of the month Tenant will pay a pro-rata amount of rent for the last month of the Term. It is Tenant’s responsibility to verify the pro-rata amount of Rent to be paid.
- Tenant shall send a “One-time payment” for the pro-rata amount of Rent due on or before the 1st day of your last month’s rent.

**If a refund is needed due to Tenant’s failure to provide with these instructions, an Admin fee will be assessed. See Resident fee outline for cost associated.*

Forwarding Address:

Must be provided upon move-out and can be submitted via your tenant portal with move-out notice.

Utilities:

Electric, Water, and Gas must be active/on in Tenant’s name up until the last day of the Term of the Lease. **If services are disconnected prior to termination of the Lease, then all fees to re-connect, service cost, and admin fee per fee outline will be assessed to Tenant.*

Propane tank(s): (Only Applicable to homes with Propane): At Tenant’s sole expense all tanks shall be completely refilled at the time of move-out, and a receipt must be provided with key surrender.

Septic tank(s): (Only applicable to homes with a septic tank): At Tenant’s sole expense the septic tank must be pumped within one week of move out and receipt must be provided.

Surrendering of Property:

Tenants will surrender the property and all access devices to 360 Properties by 12 pm (Noon) Central Time on the last day of the Term of the Lease.

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Return of Access Devices:

Access devices including, but not limited to, Home Keys, Mailbox Keys, Community Gate Controls, Garage Door Remotes, Community Pool Key, Card, Fob or Pass, shall be returned by 12 pm (noon) Central Time on the last day of the Term of the Lease

*Keys and access devices are NOT to be left at the property. *See fee outline*

- All Keys and access devices shall be delivered and returned by Tenant to the 360 Properties Office by 12 pm (noon) Central Time on the last day of the Term of the Lease.
- Access devices must be in a labeled envelope with your full name on the outside and property address on the inside. Place them in the drop box to the right of the front door on the pillar.

Pest Control (Required by Animal owners only):

Interior and exterior pest control with flea and tick treatment must be performed by an approved 360 Properties contractor prior to Tenant’s last day of the Term of the lease.

- **The Pest Control Service** shall be completed on the last day of your lease once the Property has been vacated and cleaned with an original receipt of the service.

Carpet Cleaning:

The Tenant shall have all the carpet in the Property professionally cleaned by a 360 Properties approved carpet cleaning company. Animal owners must also have animal treatment done during the professional carpet cleaning.

- **Service** must be completed on the last day of the Term of the Lease after the Property has been vacated and cleaned. **Original Receipt** must be provided to 360 Properties.

Touchup Painting

Tenant shall remove all nails, picture hangers, and hooks from walls and ceiling and patch any holes remaining prior to touch up painting. Interior of home (every wall, trim, all base boards including closets and garage) and all marks shall be touched up by Tenant with matching paint approved by 360 Properties.

If touch up painting is not completed, or if Tenant uses touch up paint with mismatched paint Tenant will be charged for painting the entire area, wall(s) and or room(s) at 360 Properties’ discretion.

Garage/Carport- Holes in walls and ceilings must be patched/filled.

*Tenant may elect to hire a contractor to perform the touchup painting, but they must be an approved 360 Properties Vendor.

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Yard Work: Tenant shall perform the following prior to vacating the Property:

- Yard shall be mowed, weeded, weed free, leaf free and edged.
- Shrubs trimmed, weeds removed in all landscaping beds, and fresh mulch applied in all landscaping beds.
- Any pet feces must be removed from the yard, and any damaged sod/grass MUST be replaced.
- Yard shall be alive/healthy with no dead spots. If any portion of the yard is dead then they shall be replace with new sod.

All yard work must be completed by 12 pm noon Central Time on the last day of the Term of the Lease Agreement and no earlier than 2 days prior to the last day of the Term of the Lease Agreement.

Property responsibilities: Tenant shall perform the following prior to vacating the Property:

- Repair all damage caused by Tenant to the Property
- Remove all personal property and trash
- Trash bins must be emptied before moving out
***Do not leave receptacles, belongings/trash separate from receptacles at the curb. You will be charged for the HOA fine and for trash haul off if done so.**
- Replace all burnt-out bulbs with same type bulb - interior and exterior.
- Any spills in Garage, driveway or carport (oil, gas, etc.) should be properly cleaned (see lease addendum).
- Replace all a/c filters with new filters.
- Water Softener *If applicable*- Must be filled with salt to maximum required level.

Professional Property Cleaning:

A 360 Properties approved professional cleaning company shall be hired by the Tenant, at Tenant's sole cost and expense, and completed by 12 pm (Noon) Central Time on the last day of the Lease. The entire check list below is required to be completed by the cleaning service.

- **Original Receipt** must be provided on or before the last day of your lease agreement by 12pm (noon) Central Time and dropped off with the keys to the Property at 360 Properties' office.
- **Cleaning Check List:**
 - Interior of Home must smell clean with no remnants of any type of foul odor.
Examples: pet odor, cooking odor, trash, human/pet waste, body odor, smoke, misc.
 - All hard surface flooring should be cleaned appropriately, ex: vacuumed, and mopped (vinyl, tile, hardwoods, concrete, etc.)
 - Blinds should be wiped clean free of dust and grime and pulled down.

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- Windows- Ledges, tracks, and locks to be clean free of dust and grime. All windows should be closed and locked.
- All exterior doors and windows shall be locked and free of dirt/grime.
- All Baseboards should be dust/grime free.
- Kitchen - All drawers, cabinets, pantry, etc. should be empty and cleaned, as well as all countertops wiped clean. All appliances (Oven, Stove, Refrigerator, and Dishwasher) should be scrubbed clean and free of any food remnants. Homes with Self-cleaning ovens should be run and wiped out after.
- Bedrooms - All closets should be empty, vacuumed out, and shelves wiped clean. All ceiling fans should be free of dust. All light bulbs should be in working order.
- Bathrooms - All cabinets and drawers shall be empty and wiped clean. Toilets, sinks and bathtubs should be scrubbed clean. Glass showers should be free of water spots, and all flooring should be vacuumed and/or mopped where appropriate. Mirrors should be cleaned with glass cleaner. All light bulbs shall be in working order.
- Living room - Fireplace should be cleaned and free of debris; mantle should be dust free. Ceiling fans should be dust free, and any light bulbs in working order.
- Utility room - Shelves wiped clean, and floor clean. If washer and dryer are present, they should be wiped clean and free of clothes.
- Garage or Carport- Garage/Carport should be empty and swept clean including storage closet if applicable.
- Sliding glass door (*If applicable*)- Must be clean of marks, handle and track to be free of dirt and grime.
- Patio, Deck, and/or Porch- Ground, Walls, and Ceiling Must be swept clean of debris, dirt, and webs.

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CHARGES AFTER MOVE OUT: If, during the Landlord or Landlord’s broker/property manager's initial inspection of the property following the Tenant’s surrender, it is determined that one or more of the conditions above are not completed or circumstances described in paragraph 10(D)(1) (a-s) exist in addition to the reasonable costs of remedying such condition or circumstance Landlord or Landlord’s broker/property manager will charge Tenant, deduct from the Security Deposit, or make a Claim to Rhino to collect on these funds & charges per Fee Outline, the Lease Agreement, and Texas law. If the total amount of deductions, including the foregoing charges, exceed the Security Deposit or Rhino Policy, Tenant shall be liable and pay the Landlord the additional charges within ten (10) days after Landlord’s written demand for payment.

We have read and agree to fulfill the terms above to its entirety by the specified time

Full name printed:

Signature: _____ Date: _____

Full name printed:

Signature: _____ Date: _____

Full name printed:

Signature: _____ Date: _____

Full name printed:

Signature: _____ Date: _____

Landlord Representative Name: 360 Properties, LLC

Landlord Representative Signature: _____ **Date:** _____

Tenant initials: _____, _____, _____, _____