



GENERAL INFORMATION AND MOVE-OUT GUIDELINES

We work hard to keep our rental properties in good condition and appreciate your help. We also want to return your security deposit to you in FULL. In order to do that, we will need your cooperation in completing/following the guidelines listed herein. If all items are completed as indicated to our satisfaction, your security deposit will be returned to you within 30 days after you have surrendered the property and provided a valid forwarding address in writing.

- **Your security deposit cannot be applied to your last month's rent.**
- **While nail holes are not recommended, we recommend you use 3M removable wall strips to hang any paintings. If you have installed items using nails or screws, all nails and screws must be removed from the walls and then patched, sanded, re-texture and touch-up painted.**
- **If you choose to do any touch up painting, you must test a small area first to see if the paint matches EXACTLY before proceeding with the rest of the house. If you cannot get the paint to match, we will have to handle the paint touch up for you (there will be an expense to you if we do the work.) The cost will depend on the amount of touch up that has to be done.**
- **Paint may only be purchased from either Sherwin Williams or Pittsburgh Paints.**

Leave all home keys, mailbox keys (if applicable), garage remotes (if applicable), parking tags (if applicable), on the counter in the kitchen. Please make sure you retain one key, go out through the front door to ensure the deadbolt is in the unlocked position and leave it in the exterior electrical receptacle once all of your belongings are out of the home **(this is very important, as you will be charged for any locksmith services if we cannot gain access to the home).**

Please make sure that when you leave the home for the last time that you leave through the front door to ensure that no tenant locks are engaged at that entry point. Do not leave through the garage.

Provide our office via email (accounting@coxpremier.com) and the Post Office (www.usps.com) with your forwarding address. **We cannot return your deposit to you without this information.**

The **MOVE-IN INVENTORY CONDITION FORM** must be filled out in its entirety, signed by you, turned in to our office, and signed by an officer of our company. **It is your responsibility to get a copy of this form from our office.** We will not contact you to remind you. This form is not valid without your signature and our signature. If we do not have a valid form, you assume the cost of repair for all damage(s) done to the property. A blank copy is provided at initial approval and can also be found on our website at www.coxpremier.com under Residents.

EVERYTHING must be out of the home, front, and back yard with all repairs and cleaning complete on or before the last day your lease terminates. For the safety of our staff, inspections will not be performed with any residents present.



All carpets must be professionally cleaned by a professional carpet company, please leave receipt on the kitchen counter. We recommend Dalworth or Stanley Steemer.

The yard must be mowed, edged and all beds cut in, weeds removed from beds and have defined borders.

Notify us in writing (email will suffice) if you will be leaving any item behind or if you have made arrangements to sell any item to the new tenants. If you abandon the item(s) you will be charged for disposal. There is no charge if you sell any of your items to the new tenants. If you do sell any items to the new tenant, a legitimate bill-of-sale, receipt, etc. must be sent to our office immediately, **If we do not receive this documentation prior to the make ready then the items will be disposed of at your expense. You will not be notified until you receive your Security Deposit Disposition.**

Please contact Sherry Bennett at 972-765-6720 or Sherry@CoxPremier.com or Jason Cox at 469-569-3765 or Jason@CoxPremier.com with any questions regarding the following guidelines.

CLEANING CHECKLIST

LIVING ROOM

- Clean all blinds
- Clean all windows, sills, and screens
- Dust all baseboards and electrical plates
- Vacuum carpet and any cobwebs
- Wipe down closet shelves
- Clean air conditioner vents, and change all filters (some filters are in the ceiling, others are in the attic or in a closet unit) contact Sherry or Jason if the location of your filter is unclear and/or if you are unsure how to do change out the filter. **All air filters must be changed once a month (or once every 90 days depending on which air filter you choose), you will be charged for all parts and labor required to repair the system if the HVAC Technician determines that the failure was a direct result of the filter not being changed as required**

KITCHEN

- Clean all blinds
- Clean all windows, sills, and screens
- Dust all baseboards and electrical plates
- Clean ceiling fans, counter tops, and any debris on walls
- Clean dishwasher inside and out
- Clean refrigerator and freezer, inside, outside, and floor underneath. Unplug it and leave the doors propped open. (Defrost with hair dryer if necessary.)
- Clean oven, top of range, under burners, hood, and broiler pans. (Drip pans will be replaced at your expense if they do not come clean.)
- Wipe out all cupboards and drawers inside and out
- Vacuum any dust off ceiling from vent-a-hood
- Mop floor and under appliances
- Wipe down closet shelves
- Replace any burned out light bulbs (in the home, refrigerator, vent-a-hood, oven, and fan)



BATHROOM

- Dust all baseboards and electrical plates
- Scrub the bathtub, shower, shower floor, toilet, and sink(s) inside and out
- Clean medicine cabinet shelves, closet and cabinets.
- Mop floor
- Clean ceiling exhaust fan, light fixtures, and replace any burned out light bulbs

BEDROOMS

- Clean all blinds
- Clean windows, sills, and screens
- Dust all baseboards and electrical plates
- Wipe down closet shelves
- Clean ceiling fan, blades, and globes-replace any burned out light bulbs
- Vacuum carpet and any cobwebs

STORAGE AND GARAGE

- Remove any debris, sweep out or vacuum any storage areas, and garage
- Replace any burned out light bulbs

THIS IS OUR MOVEOUT AGREEMENT IN ITS ENTIRETY. ANY OTHER STATEMENT WHETHER WRITTEN, SPOKEN, OR IMPLIED, SHALL NOT SUPERCEDE THIS AGREEMENT. YOUR SIGNATURE BELOW AFFIRMS YOUR FULL UNDERSTANDING OF YOUR OBLIGATIONS AND RESPONSIBILITIES UPON VACATING ANY OF OUR PROPERTIES.

_____ Date
Cox Premier Properties

_____ Date
Resident

_____ Date
Resident