



Move Out Instructions –

Dear A&G Tenant we have enjoyed having you as a resident, and thank you for your help in maintaining and leaving a clean House. We understand that moving can be a stressful time. To assist in making the move out process easier, we are providing you with information on moving out and what is expected of you upon vacating your apartment.

Plan Ahead:

- If you will be using a moving truck to assist you in moving, reserve it now.
- Notify your utility company when to end your services the last day of your lease.
- Provide the post office with your change of address (we do not forward mail).
- Make sure you set aside plenty of time to clean and vacate the house. (It always takes longer than you may think). If you do not plan on cleaning the House, please let us know and we can plan accordingly. However, be aware that it is your responsibility per the lease to leave the house clean. If we have to arrange for cleaning of the house, it will be charged back to you.
- After you have removed your belongings and have vacated the premises, you must return your keys, garage door opener(s) along with a forwarding address and current phone number TO OUR OFFICE at 9504 IH-35N, suite 202 San Antonio TX 78233 no later than 6 PM on the last day of your lease term. If you have not completed the enclosed checkout list and forwarding information and returned your keys, garage door openers, to our office by 6 PM on the lease end date there will be a per day fee applied to your account which will be directly deducted from your security deposit. This fee may be up to three times your daily rental rate. If you fail to move out by 11:59 PM on the day your lease expires, we will proceed in any manner permitted by law to remove the resident and

recover any damages for the holdover. Unless otherwise agreed to in writing, the landlord will not store any items of personal property that the tenant leaves behind when the tenant removes from the premises. Except for prescription medicine or prescription medical equipment, the latter of which will be retained by the landlord for 7 days from date from which the landlord discovers the property after which time the landlord will dispose of it. If you plan on moving out prior to your lease expiration date, please contact our office to let us know what date you will be leaving the house.

Thank you for your cooperation! A&G Property Services

Move-Out Cleaning Checklist

KITCHEN / DINING ROOM

Refrigerator

- Move refrigerator away from wall
- Remove grease and grime off wall behind refrigerator
- Scrub and mop floor where refrigerator normally stands
- Clean sides of refrigerator
- Move refrigerator back into place
- Defrost freezer and clean
- Remove and clean all shelves and crispers
- Clean inside of refrigerator and racks that holds shelving
- Replace shelves and crispers

Stove / Microwave

- Pull Stove out and clean backside and floor
- Scrub and mop floor where stove normally stands
- Move stove back into place
- Remove grease and grime off range hood
- Clean range top, front and doors
- Remove grease and grime from oven, including racks and broiler
- Clean Microwave inside and out including racks
- Clean Outside and under of vent hood

Cupboards and Drawers

- Remove all food / debris particles from all surfaces

- Wipe down and disinfect all shelves and drawers
- Clean cabinet doors and drawer fronts and cabinet insides

Dishwasher

- Clean inside and outside, including door edges
- Run / cycle dishwasher with cleaner

Light Fixtures / Windows and Walls

- Clean light switches and fixtures
- Check stove light bulbs (Replace as necessary)
- Clean window tracks and blinds
- Wipe down eggshell and Simi-gloss walls

FLOORS / BASEBOARDS / WORK AREAS AND UNDER SINK

- Wash / clean baseboards
- Clean under sink, making sure it is debris and grease free
- Clean countertops and backsplash
- Clean and disinfect sink
- Scrub and mop all vinyl and tiled floors

BEDROOMS / HALLWAYS / LIVING ROOM

- Clean window sills, blinds, frames, tracks, casing and glass
- Clean closet shelves, rods, tracks, casing, and both sides of doors
- Remove light fixtures, clean, replace burnt out bulbs and replace light fixtures
- Remove cobwebs
- Clean ceiling Fan blades and return air vents
- Wash and clean baseboards
- Scrub and mop all tiled and vinyl floors
- Vacuum all carpets
- Wipe down all eggshell and Simi-gloss walls

BATHROOMS

- Remove soap scum and stains from tub, tub fixtures and shower rod
- Clean and shine wall tile around tub areas
- Scour sink and soap holder
- Clean vanity cabinet inside and out, including doors
- Clean inside and outside of medicine cabinet and cabinet door (including mirror)
- Disinfect, scrub and remove stains from inside and outside of toilet

- Clean lined closet / shelves and both sides of door
- Remove light fixtures, clean, replace burnt out bulbs and put back into place
- Scrub and mop bathroom floor
- Replace toilet seat (as needed)
- Clean windowsills, blinds, frames, tracks, casing and glass

PATIO

- Clean sliding glass door inside and out
- Clean door tracts
- Clean blinds and replace (as necessary)
- Sweep patio and wash down

UTILITIES

- Call all utility companies and notify them of move out date
- Make certain all utility payments are current. Remember you are responsible for all utility payments until the end of your lease.
- Notify post Office at www.usps.com of your change of address
- Notify A&G property Services of your forwarding address
- Return all keys to A&G during business hours or drop them in the drop box, labeled with the property address

CARPET CLEANING

Carpets are to be cleaned by a professional carpet cleaner upon move out. You must provide a copy of receipt showing proof of cleaning. Or alternatively A&G will have the carpets professionally cleaned and the expense will be deducted from your security deposit.

Note: please use this as a guide to the items that need to be cleaned. If you have questions on the cleaning process of your unit, please call our office at 210.298.7368.

Thank You,

The A&G Property Services Team