

AUSTIN'S BEST PROPERTY MANAGEMENT

Move Out Guidelines

Move-out Guidelines

To ensure a full refund of deposit, please ensure that the property is left in the following conditions on the day of move-out:

- **Hotel Clean**

- **Living Spaces**

- All spaces cleaned without any personal items left behind
- Surfaces dusted & all vents cleaned
- All batteries, filters & lightbulbs replaced if non-functional
- Carpets vacuumed & steam cleaned

- **Non Living Spaces**

- Grass mowed, landscaping maintained
- All external spaces cleared of debris & all personal items

- **Mechanicals**

- All mechanical items in a clean working condition including electric switches, outlets, appliances, garage doors, CO2 detectors & smoke detectors.

Hotel Clean-Living Spaces

<p>Kitchen Appliances</p>	<ul style="list-style-type: none"> ■ Cleaned thoroughly inside/outside ■ Cleaned behind stove and refrigerator ■ Drawers and compartments are clean Inside & behind ■ Appliance light bulbs are working 			
<p>Washer & Dryer</p>	<ul style="list-style-type: none"> ■ Washing machine hinges and detergent areas, and dryer lint catcher are cleaned thoroughly ■ Cleaned behind washer & dryer ■ Dishwasher door surroundings are cleaned 			
<p>Bathroom Amenities</p>	<ul style="list-style-type: none"> ■ Toilet base clean with no signs of hair/stains etc. ■ Mirrors wiped down with no streaks ■ Tub/shower floors are clean with no soap residue or stains 			
<p>Sinks, Countertops & Cabinets</p>	<ul style="list-style-type: none"> ■ Exterior of cabinets wiped down and free of dried food/grime ■ Shelves vacuumed out and wiped down (no crumbs in corners) ■ Sink and drain clean and stainless steel/chrome polished with no water spots 			

Hotel Clean-Living Spaces (cont'd)

<p>Ceilings & Walls</p>	<ul style="list-style-type: none"> ■ Switch plates are not cracked or missing ■ Touchpoints and surroundings are wiped down and clean ■ Ceiling/wall corners are free of cobwebs ■ Wall surfaces are free of scuffs, holes, or stains 			
<p>Windows</p>	<ul style="list-style-type: none"> ■ Inside of glass is clean with no streaks ■ Ledges, & tracks are clean with no dirt, dead bugs or grime ■ Blinds & curtains are washed and are dust free ■ Screens are in place with no tears 			
<p>Floors/Tub Surfaces</p>	<ul style="list-style-type: none"> ■ Carpets professionally cleaned with receipt ■ Hardwood, vinyl, tile floors swept and mopped ■ Tile and grout should be clean and free of stains 			
<p>Light Fixtures</p>	<ul style="list-style-type: none"> ■ Interior and exterior light bulbs are working ■ Glass wiped off and free of dust, and dead bugs ■ Chrome polished ■ Ceiling fan blades are clean and free of dust 			

Hotel Clean-Non Living Spaces

<p>Garages, Patios, Out Buildings & Storage space</p>	<ul style="list-style-type: none"> ■ Should be cleaned and swept out ■ No personal items (such as grills or lawn furniture) should be left behind 			
<p>Closets/ Storage Areas</p>	<ul style="list-style-type: none"> ■ Shelving/storage fixtures should be cleaned off ■ No personal items left ■ Closets should be clean (no hangers etc.) ■ Extra paint etc. should be organized & tucked away* 			
<p>Yard/Garden</p>	<ul style="list-style-type: none"> ■ Lawn should be mowed & Trees/shrubs should be living and trimmed ■ Flower beds should be maintained ■ Walkways should be in usable condition 			

*Extra tile, paint, roofing, shutters etc. are acceptable

Mechanicals

Smoke & CO Detectors

- Batteries should be in working order
- One smoke detector per bedroom, hallway, kitchen, living area
- CO detector within 10 ft. of all rooms used for sleeping and within 10 ft. of attached garage



Furnace, Air Conditioning & Water Softener

- All should be in working condition & set to the correct cycle/setting
- A/C set at 80 degrees
- Air filter is clean (should be white)



Ventilation

- Dryer ventilation should meet building/rental code; Rigid venting. Seams should be taped with silver ventilation tape (not duct tape). No screws allowed
- Vent openings/covers are clean & free of dust & cobwebs



Gallery of Common Oversights



Dusty Blinds



Grease/Grime on Cooking Surfaces



Ceiling/Wall Cobwebs



Inside Hinge Area of Dishwasher Dirty



Back-half of Top of Refrigerator



Dirty Washing Machine



Dirty Vents



Items Left/Dirty Inside Cabinets



Dirty Oven



Behind Appliances Not Clean

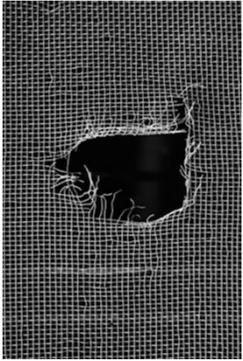


Dirty Toilet Base



Dirty Behind Washer/Dryer

Gallery of Common Oversights



Torn Screens



Cracked Switch Plates



Ripples in Carpet



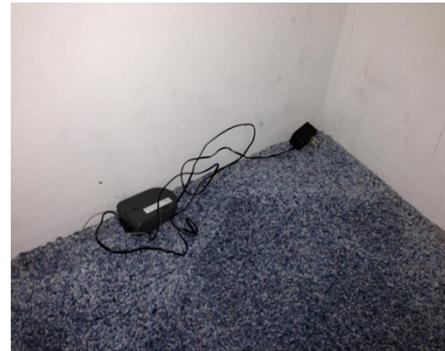
Broken Exterior Light Fixtures



Broken Window Latches



Dryer Venting Not to Code



Personal Items Left Behind



Batteries Missing from Smoke Detector



Missing/Burned Out Light Bulbs



Broken Blinds



Flower Beds Full of Trash/Not Maintained



Holes Patched But Not Painted

Gallery of Common Oversights



Dirty Ceiling Fans



Dirt/Grime on Baseboards



Water Stains on Stainless Steel



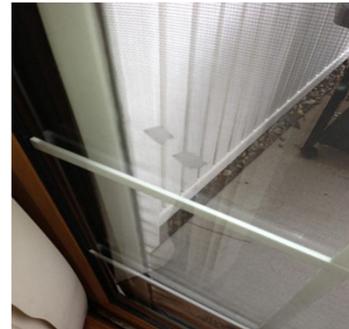
Hood Vent Greasy/Dirty



Dusty Washer Controls



Dirty Garbage Disposal



Tape on Windows/Glass



Dirty Filter