



Email: [Nicole@360PropertiesLLC.com](mailto:Nicole@360PropertiesLLC.com)  
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201 S. Lakeline Blvd, Ste 804, Cedar Park, TX 78613

## MOVE OUT CHECKLIST- v5.5

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Tenant agrees to surrender the property, all access devices, receipt for carpet cleaning, receipt for pest control (pet owners only), and forwarding address to 360 Properties, LLC by 12pm (noon) on the last day of their lease. Access devices are but not limited to; Home Keys, Mail box keys, Community gate controls, garage door openers, community pool keys/cards/passes/fobs. All devices will be delivered and returned to 360 Properties office location by tenant.

This entire list must be completed on or before the last day of your lease by 12 pm (noon).

- All Carpet in every room of the home including; closets, and stairs must be professionally cleaned by approved vendor, and receipt turned in at time of move-out/key surrender. If you have a pet you must also purchase "Pet treatment" from the carpet cleaning vendor for the entire home. If the receipt from our preferred vendor is not turned in with your keys a deduction for the amount plus \$100 fine will be deducted from your security deposit.
- Tenant must log into their tenant portal and cancel their autodraft.
- Applicable to pet owners only:** Professional pest control of the interior and exterior of home must be completed at the time of move out by a 360 Properties, LLC preferred vendor only. Call the office to get the most recent preferred vendor. Receipt must be turned in with keys. \*If a non-preferred vendor is used or receipt is not provided at the time of key surrender the fee for our preferred vendor will be deducted from your pet deposit.
- Applicable to homes with Propane tanks only:** At tenant(s) expense all tanks are to be filled to 100% level at the time of move-out, and a receipt must be provided with key surrender.
- Interior of Home must smell clean with no reminiscence 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 grim, and pulled down.
- Windows- Ledges, tracts, and locks to be clean free of dust and grime. All window's should be closed and locked.
- All Baseboards should be dust/grime free.
- All light bulbs should be working - interior and exterior.

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- All exterior doors and windows shall be locked and free of dirt/grime.
- 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- Must be swept clean
- Interior of home (every wall & all base boards including closets and garage) should be free of marks and touched up with matching paint. If you are unsure about paint color or do not have touch-up paint, contact the office for specific colors. If this is not done, you will be charged for touch-up painting. Or if you touch up paint with mismatched paint you will be charged for painting the entire area, wall(s) or room(s).
- 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. Home's 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 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 in addition mopped were 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. Holes in walls must be patched and painted. Walls must be touch up painted also. Any spills (oil, gas, etc.) should be properly cleaned (see lease addendum).
- Utilities-Electric and Water; Will remain on and in your name for 5 business days after your move out. Failure to do so will result in being charged any/all re-connect fees plus daily rates.

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- Yard must be mowed, weeded, edged, shrubs trimmed, fresh mulch in beds, and NO weeds in the flowerbeds through the END of your lease. Must be freshly completed no more than 2 days prior to lease ending, and before keys are turned in.
Any pet feces must be removed from yard, and any damaged sod/grass MUST be replaced.
Replace all a/c filters with a new filters.
Water Softener If applicable- You must fill with salt to maximum required level.
All Access devices including but not limited to; (Home keys, Mailbox keys, community gate controls, garage door openers, community pool keys/passes/fobs) are to be returned on or before the last day of your lease to the 360 Properties office. We have a drop box for after hours and weekends. \*If items are left in drop box, they must be in an envelope or baggy with the property address written on it. If openers do not fit in bottom drop box, please place in top box with address inside envelope.

\*If any of the items listed are NOT complete by specified time of move-out, 360 Properties, LLC will have said items completed at your expense.

We have read this entire list and agree to fulfill the terms to its entirety by the specified time

Full name printed:

Signature: Date:

Landlord Representative Name: 360 Properties, LLC; Nicole Martin

Landlord Representative Signature: Date:

Tenant initials: