



Move Out Instructions

You are scheduled to move out. We wanted to take a minute and share move out instructions with you.

Keys are to be returned to the office at: 420 Tarrow St. College Station, TX 77840.

MOVE-OUT INSTRUCTIONS

All dwelling keys and access devices must be turned in upon move-out. If a mailbox key was provided by Blue Ribbon Property Management, then it must be turned in to our office. If you picked up your mailbox key from the Post Office, then it must be returned to the Post Office. The following is a list of fees you will incur if the items are not returned.

- Garage / gate remotes : cost of replacement
- Front door keys : \$50
- Mailbox keys : \$100 each

Only one security deposit refund check will be issued. All names on the lease will be included on the security deposit refund.

If you **must** have your check split a few things will happen:

- All parties must submit, in writing, that you all need to proceed in this manner along with the exact way you all would like it split.
- Forwarding addresses for each party must be submitted in writing.
- There will be a \$10 fee per check.

If management must issue a stop payment on a security deposit refund, there will be a \$50 fee.

You must provide a forwarding address in writing to Blue Ribbon Property Management. If no forwarding address is provided, security deposit reconciliation statements, and checks will be mailed to the last known address.

The following is a list of **generic cleaning instructions**. This is just a general list; there may be items not listed that do not release you from your responsibilities under the Lease Contract.

CLEANING INSTRUCTIONS

***DO NOT apply spackle or paint to your walls.**

Kitchen, Dining Area, & Living Room

- Clean the refrigerator inside and out.
- Clean the oven, stovetop, drip pans, control panel and underneath the range hood thoroughly.
 - Replace drip pans if they cannot be cleaned.
- Clean the dishwasher and do not forget to remove your dishes. (Run the dishwasher through a cycle empty to help remove any debris)
- Clean the countertops, backsplash and sink.
- Wipe down all the cabinets and drawers, inside and out.
- Vacuum, sweep and mop floors. Clean all baseboards.
- Wipe down light fixtures and all ceiling fans.
- Dust any blinds and window sills
- Clean and remove dust build up from AC vents.

Living Room & Bedroom

- Wipe light switches, walls, and doors.
- Vacuum, sweep and mop floors. Clean all baseboards.
- Wipe down light fixtures and ceiling fans.
- Dust any blinds and window sills.
- Remove all items from closets and wipe closet shelves, doors and bedroom doors.
- Clean and remove dust build up from AC vents.

Bathroom & Utility Room

- Clean tub, toilet, vanity and surrounding area.
- Clean mirrors and tile.
- Clean sink and all fixtures.
- Wipe down all the cabinets and drawers, inside and out.
- Vacuum, sweep and mop floors. (Including underneath, and in between washer and dryer). Clean all baseboards.
- Wipe down light fixtures and ceiling fans.
- Dust any blinds and window sills.
- Clean washer and dryer inside and out (if provided). Remove lint from the dryer lint screen and clean out lint from the dryer vent.

Yard/Outside the Unit

- Remove any trash from the yard and place it in bags by the curb or in the bulky trash pickup area.
- Coordinate trash removal prior to move-out. Ensure it complies with HOA and city pickup in your area.
- Sweep off all porches, patios, and balconies.
- MOW THE LAWN, CLEAN THE BEDS, TRIM SHRUBS IF LAWN CARE IS TENANT RESPONSIBILITY.

Tenants with animals:

- Fill in any holes from the pet in the yard.
- Remove any pet waste from the yard.
- **Home and yard is recommended to be sprayed for fleas by a professional pest control company, and if done a receipt must be turned into Blue Ribbon Property Management upon move out. We recommend having the carpets deodorized.**

As a reminder, make sure you replace any burned out light bulbs or this will be charged back to you. The A/C return grill must be clean and have a clean air filter. If your AC filter has not been changed and the coils are dirty you will be charged for the service cleaning of the HVAC system.

Carpets, stairs (carpeted) and landings must be professionally cleaned and a receipt must be turned into Blue Ribbon Property Management upon move out. (Renting a carpet shampoo cleaner does not suffice as professionally cleaned). Should you need recommendations from a professional company, please feel free to contact our office.

When walking your home at move out we will refer back to your Move In Inventory and Condition Form. Attached you will find a cleaning checklist to help you.

Please fill out the move out checklist provided and return to Blue Ribbon Property Management along with any receipts and keys.

If you have any questions, please call our office and we will be happy to help you.
979-695-3300.

Sincerely,

The Blue Ribbon Property Management Team

Please detach these last 2 pages and return it to our office when you drop off the keys and any receipts you may have.

CHECKLIST:

Kitchen, Dining Area, & Living Room

- Clean the refrigerator inside and out.
- Clean the oven, stovetop, drip pans, control panel and underneath the range hood thoroughly.
 - Replace drip pans if they cannot be cleaned.
- Clean the dishwasher and do not forget to remove your dishes. (Run the dishwasher through a cycle empty to help remove any debris)
- Clean the countertops, backsplash and sink.
- Wipe down all the cabinets and drawers, inside and out.
- Vacuum, sweep and mop floors. Clean all baseboards.
- Wipe down light fixtures and ceiling fans.
- Dust any blinds and window sills.
- Clean and remove dust build up from AC vents.
- Replace all AC filters.

Living Room & Bedroom

- Wipe light switches, walls, and doors.
- Vacuum, sweep and mop floors. Clean all baseboards.
- Wipe down light fixtures and ceiling fans.
- Dust any blinds and window sills.
- Remove all items from closets and wipe closet shelves, doors and bedroom doors.
- Clean and remove dust build up from AC vents.

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- Clean tub, toilet, vanity and surrounding area.
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Yard/Outside the Unit

- Remove any trash from the yard and place it in bags by the curb or in the bulky trash pickup area.
- Coordinate trash removal prior to move-out. Ensure it complies with HOA and city pickup in your area.
- Sweep off all porches, patios, and balconies.
- MOW THE LAWN, CLEAN THE BEDS, TRIM SHRUBS IF LAWN CARE IS TENANT RESPONSIBILITY.

Forwarding Address:

- Front Door keys returned
- Mail Box keys returned (if applicable)
- Garage/gate remotes (if applicable)
- Any receipts attached

Signature

Signature

Signature

Signature