Complete Property Services LLC

CHECK-OUT INSPECTION REQUIREMENTS

Checkout inspection of the homes is made after move-out by the property manager and tenant together if possible. To help assure return of your full deposit:

Please:

1. Mop and wax all vinyl floors.
2. Steam clean carpets, please call Albrite Carpets at 713-461-5408. A paid receipt from Albrite Carpets must be furnished.
3. Remove all personal items and trash from the house and yard.
4. Clean appliances thoroughly — refrigerator, range, oven, microwave, dishwasher. Replace drip pans on stove.
5. Clean the sink and counters.
6. Wash walls carefully, pay special attention to areas around light switches, hallways and doorways.
7. Install missing doorstops and change A/C filters.
8. Replace all missing and burned out light bulbs.
9. Clean the bathroom(s) thoroughly. Caulk tubs.
10. Mow, trim, edge, and water the yard prior to checkout.
11. Repair or have repaired any damage you or your pets have caused. It will be less expensive *if you* take care of your own damages.
12. Every house that has had a pet must be professionally exterminated for fleas, and deodorized, immediately after move-out. To avoid deductions from your security deposit, the tenant must provide our office with a paid receipt from Hunter Pest Control at 713-868-3800.
13. It is your responsibility to return all keys and garage transmitters to our office. You will be charged per item until we receive them. WHEN VACATING, PLEASE DO NOT LOCK THE KEYLESS DEADBOLT AT THE FRONT DOOR.
14. Furnish our office with a forwarding address as soon as possible
15. Within 30 days prior to move-out, our designated agent or representative may place a lockbox and/or sign on the leased premises and reserves the right to show the property to prospective tenants.
16. You will hear from us via mail within thirty (30) days from the end of your lease as specified in the Texas Residential Lease Agreement. Please do not contact us by phone. We cannot tell you how much your returned security deposit will be until all repairs have been made.

THANK YOU FOR YOUR COOPERATION!

for Complete Property Services LLC Date as Agent for Landlord	Tenant Date
	Tenant Date