



Moving Out

Preparing to move

Woodlands Rentals requires our residents to provide us with proper notice of their intended move out date. The Lease Agreement contains the number of days prior to the lease expiration date that our residents are required to provide us with. The Move Out Notice must be in writing. Residents can place their Move Out Notices online using the [Resident Portal](#). Alternatively Residents can complete the [Notice of Tenants Intent to Vacate Form](#). This form can be emailed or mailed to the Property Manager for your property.

The Showing Process

We advertise and show our properties to prospective tenants during the last days of our Residents' lease (*see your lease agreement for complete details of when showings will begin*). We utilize a Showing Service who notifies our Residents of upcoming showings on the property they are leasing. Showing times are from 9 AM to 7 PM seven days a week. Residents are provided with a minimum of two hours notice before a showing will take place. During this time a Licensed Real Estate Agent will be showing the property to prospective Tenants. Prospective Tenants will NOT be unaccompanied. A Licensed Real Estate Agent or Realtor will accompany each prospective tenant during the showing.

As a Resident it is your responsibility to do the following:

1. Please do your best to keep the home tidy and neat for the showings.
2. Make sure to leave the Keyless Dead bolt unlocked on the Front Door.
3. If you have any valuables, please keep them locked up and out of sight.
4. Residents with dogs need to keep their animals in crates or remove them from the property during showing times.

PLEASE NOTE: FAILURE TO COMPLY WITH SCHEDULED SHOWINGS AND/OR POORLY MAINTAINED RESIDENCES ARE SUBJECT TO MONETARY PENALTIES AS DEFINED IN YOUR LEASE AGREEMENT

If you wish to opt out of Showings, please contact us. A fee is charged as defined in your lease agreement to remove the property from our showing schedule.

Move Out Guide

INETO Property Management

ineto realestate.com

(281) 725-6844

2002 Timberloch PI Suite 200 The Woodlands TX 77380

TX Broker License 9000573



Cleaning Instructions

The following is a guide to cleaning the home after move out. Additional cleaning may be needed depending on the property.

KITCHEN:

1. Clean refrigerator, shelves, and freezer. Unplug and pull the refrigerator out away from the wall with doors open. Clean underneath and behind refrigerator. After cleaning, re-plug the refrigerator and leave it running.
2. Clean cabinets, under sink, and baseboards.
3. Clean under burners, controls, rings, drip pans and stove top. Wipe down front and sides of range. Exhaust fan must be clean and grease free.
4. Clean oven--be sure to have all traces of oven cleaner wiped free.
5. Scour sinks and remove all stains. Disposal should be clean and in working order.
6. Sweep and mop kitchen floor.
7. Exterior faces of cabinets should be wiped down and grease free.
8. Dishwasher must be clean and in good working order.
9. Clean walls and backsplash of dirt, grime
10. Baseboards cleaned, and finger marks or other marks cleaned off switches and walls.
11. Windows must be washed, inside and out, sills dusted and cleaned with damp cloth and window runners and tracks clean.
12. Lights must be cleaned, ceiling fan blades free of dust and dirt. Light bulbs working and correct size and wattage for the fixture
13. AC Registers clean of dirt.
14. Doors cleaned of dirt, grime

LIVING ROOM:

1. Carpets must be commercially cleaned--check with manager for the best way to handle this.
2. Baseboards cleaned, and finger marks or other marks cleaned off switches and walls.
3. Windows must be washed, inside and out, sills dusted and cleaned with damp cloth and window runners and tracks clean.
4. Lights must be cleaned, ceiling fan blades free of dust and dirt. Light bulbs working and correct size and wattage for the fixture

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5. AC Registers clean of dirt.
6. Doors cleaned of dirt, grime

BEDROOM:

1. Same as living room.
2. Closets vacuumed and top shelf dusted.
3. Lights should be working with proper light bulbs and lights dusted

BATHROOM:

1. Toilet bowl must be scoured and cleaned with a disinfectant. The outside of the bowl, including the seat, rim, tank, and base must be clean and disinfected. An old toothbrush works well along the bolts and base of the toilet fixture.
2. Bathtub must be scoured to remove any rings. Sides of the tub enclosure must be clean and free of any soap build-up. (Spray foam bathroom cleaner works well here.)
3. Sink must be scoured and faucet polished. Wipe down counter top surrounding sink and wash mirror.
4. All cabinets and drawers must be dusted and wiped clean. The exterior of cabinets should also be dusted and cleaned.
5. Sweep and mop floor.
6. Lights should be working with proper light bulbs and lights dusted

STORAGE AREAS, PATIOS, CARPORTS, GARAGES:

1. Patios must be clean and swept.
2. Storage area must be empty and swept.

CENTRAL HEAT AND AIR SYSTEMS:

1. Replace all return air filters
2. Clean Air vents of all dust and dirt
3. Replace thermostat batteries

MISCELLANEOUS ITEMS:

1. Replace burn out light bulbs with proper size, style and wattage bulbs

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2. Replace smoke alarm batteries
3. Clean fireplace of all debris
4. Wash windows and wipe blinds
5. Cut grass and trim bushes
6. Clean roof of debris and leaves. Clean gutters.
7. Remove all trash and personal belongings from the property.
8. Exterior patios, driveways, walkways, decks, house siding shall be clean of mildew
9. Irrigation systems shall be in working condition with no broken sprinkler heads.
10. Flower beds should be mulched

Returning of Keys, Remotes

Residents are expected to complete their move out and return keys, garage door remotes to the Management Office by 4 PM on the day stated in the Notice of Intent to Vacate in order to avoid any additional charges.

WHAT IS ORDINARY WEAR AND TEAR?

Typical definition of ordinary wear and tear is "That deterioration which occurs based upon the use of which the rental unit is intended and without negligence, carelessness, accident, or misuse, or abuse of the premises or contents by the tenant or members of his household, or their invitees or guests." In other words, ordinary wear and tear is the natural and gradual deterioration of the property over time, which results from a tenant's normal use of the property. For example, the carpeting in an property, or even the paint on the walls, wears out in the normal course of living. Carpets become threadbare, and paint peels and cracks. Even the most responsible tenant can't prevent the aging process.

WHAT'S NOT ORDINARY WEAR AND TEAR?

A landlord can make a tenant pay for damages if the tenant helped the aging process along or didn't use the property in a normal way. A carpet worn from people walking on it is something you have to expect. But a tenant who cuts a hole in the carpet or spills paint or stains on it may be held responsible for the damage.

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How can you tell what is and isn't ordinary wear and tear?

There are three basic types of damages caused by a tenant that aren't considered ordinary wear and tear. They are:

1. Negligence. If a tenant does something carelessly that the tenant should have known would cause damage, or if the tenant failed to do something that the tenant reasonably should have done to prevent damage, that's negligence. In short, did the tenant act prudently to preserve the property?

- Failure to warn. Another form of negligence is where the tenant fails to take steps that could prevent damage to the property. Even the reasonable wear and tear exception shouldn't insulate a tenant from responsibility if the tenant fails to let the management know when something goes wrong in the property that might later result in worse damage. For example, if a window pane is cracked because of a faulty foundation, that's not the tenant's fault. But if the tenant doesn't tell the management that the crack is letting in water and the carpet below the window gets water damaged, this extra damage was caused by the tenant's failure to inform the management of the problem.

2. Abuse/misuse. If the tenant knowingly or deliberately mistreats the property, or uses it for the wrong purposes, the damage the tenant causes isn't ordinary wear and tear - it's abuse or misuse.

For example, did the tenant slide furniture over an unprotected floor, causing gouges? Or did the tenant discolor the bathtub by using it to dye fabrics? Was the tenant an artist who failed to cover the floor as the tenant painted, leaving permanent stains on the carpet? Did the tenant paint the walls of the property black?

3. Accident. Sometimes damage occurs by mistake. The tenant party guest drops a drink on the new carpet, staining it. The tenant drops a heavy planter and cracks the tile floor. Or the tenant's cleaning the light and the fixture falls and breaks. Or the tenant accidentally leaves

the bathtub faucet on, flooding part of the property and staining wood floors and carpeting. Even though the tenant didn't purposely damage your property, the management will be able to withhold the cost of repair from the security deposit.

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OTHER FACTORS

In evaluating whether property damage exceeds ordinary wear and tear, there are some other factors to keep in mind. They include:

Extent of damage. The exact type of damage may be as important as the extent of the damage when evaluating whether it's ordinary wear and tear or not. For example, two or three nail holes in a wall may be considered ordinary wear and tear. But dozens of nail holes may be considered abuse. A few scratches on a wood floor are unavoidable. But a missing wood plank is negligence or abuse.

Length of residence. Certain things wear out over time. But over how long? The ordinary wear and tear on an property from a tenant who's lived there only a short time should be considerably less than that of a tenant who's lived there for a long time. Say you installed new carpet before renting an apartment. It may be reasonable to expect that if a tenant lives there 10 years before moving out, everyday usage would leave it somewhat damaged. But if a tenant moves out after only three months and the carpet is ripped and stained, that's unreasonable.

Character and construction of building. An older building may be expected to undergo greater and more rapid deterioration than a newer building. For example, wooden window sills in an older building may dry out, rot, or crack over time through no fault of the tenant. But

if the building is new, it unlikely that the windowsills would crack with-out some carelessness on the tenant's part (e.g., standing on the windowsill to put up drapes).

Returning of Security Deposits, Pet Deposits

Woodlands Rentals will perform a final move out inspection once the Resident has completed the move out and returned keys to the management office. A detailed move out inspection report will be completed. Residents security deposits will be applied, if needed, to items determined to be Residents responsibility as detailed in the Residential Lease Agreement. Remaining deposits will be mailed to the resident, along with a list of itemized deductions, if any, within the allotted time as detailed in the Residential Lease Agreement.

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