

Dear **Resident(s)**,

We hope this message finds you well. We know moving can be burdensome and wanted to reach out and alleviate any misunderstandings. We appreciate your stay and cooperation during your tenancy. As we approach the end of your lease, there are important steps and procedures we need to address to ensure a smooth transition. Please submit your official move-out notice through the tenant portal, Subject: Move-Out Notice along with the Notice of Tenant's Intent To Vacate (TXR-2218) document attached to this email. You may also find TXR-2218 form on your documents in the tenant portal or on our website.

**Utilities Requirement:** Please be aware that it is essential for all utilities to remain active for a minimum of 3 business days past the end date of your lease. This is crucial to facilitate the final move-out inspection of the property. Keeping utilities on will allow us to thoroughly assess the property's condition and process your security deposit refund efficiently.

**Inspection Schedule:** The final move-out inspection will be scheduled and completed by our inspector within 3 business days after you have vacated. If you would like to request an inspection prior to turning over the property to confirm any outstanding issues you may do so by requesting it through your Tenant Portal - Subject: Pre-Inspection. The request for a pre-inspection must be made 10 days prior to the end of the month and must be scheduled for a day after everything has been fully removed and all occupants have vacated the property. Pre-inspections are subject to a \$50 charge and must be paid prior to your pre-inspection date. We do recommend scheduling it for 3 business days prior to your lease term ending date if you want to make sure you have time to make necessary repairs/cleaning noted at the pre-final inspection. Tenants must be present for the pre-final inspection.

**Security Deposit Refund:** Your security deposit refund will be processed and issued within 30 days of your lease termination, subject to the property's condition post-inspection. We strive to return your deposit promptly, and any deductions, if applicable, will be fully itemized and explained. Please note there is a \$25 admin charge if any repairs and/or cleaning is necessary. Our goal is to refund your deposit in full so please follow all move out procedures on the move-out checklist. To help facilitate the swift return of your deposit please make sure that you have provided us your forwarding address. The landlord is not obligated to return a tenant's security deposit or give the tenant a written description of damages and charges until the tenant gives the landlord a written statement of the tenant's forwarding address for the purpose of refunding the security deposit.

**Move-Out Procedures:** It is important to follow the move-out procedures as outlined in the move-out checklist. This includes guidelines on property cleaning, repairs, key return, and other necessary steps to ensure the property is left in good condition. Adhering to these procedures will assist in a full and timely return of your security deposit. Please keep in mind if you have repairs and/or lost keys, remotes etc. it will save you a lot of money if you request our help in facilitating those repairs and replacements 15-20 days prior to your move out as many of those costs significantly increase with emergency or expedited requests for a tenant turnover. If you need any help or have any questions please reach out immediately.

**Move out date/time:** Please reference your lease for your lease termination date. Tenants must fully vacate the property no later than 4:00 p.m. on their lease termination date. Any time you are in possession of the property past this date is considered a holdover and will be charged Rent for any holdover period will be three (3) times the monthly rent, calculated on a daily basis, and will be immediately due and payable daily without notice or demand. **We have already set up vendors to complete work for turnover and might even have a tenant with a move in date within a short period of time between your lease termination.** Keep in mind any shift of a future tenant's move in date and necessary housing costs, due to the rescheduling of a vendor to prepare the property is a cost that you may be liable for if you have not vacated the property on time.

**Recommendations To Do Prior To Your Move-Out:** *If applicable*

- Have a/c serviced if you have pets (submit invoice for brownie points).
- Carpet cleaning if you have carpet (submit invoice for brownie points).
- Get lawn serviced (remove weeds, clean backyard/patio).
- Leave a new a/c filter by ac vent, (with old filter still installed).
- Leave a clean lint filter on the dryer.

**Additional Information:** For further clarity and answers to frequently asked questions, we have attached the necessary documents to proceed . Please review this carefully as it contains valuable information to assist you in the move-out process.

We thank you for being a valued tenant and for your attention to these details. If you have any questions or require assistance, please feel free to contact us.

Please sign this document to acknowledge that you have read and understood our move-out procedure.

\_\_\_\_\_  
Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**South Texas Property Management Group**


4129 N 22nd St Ste 1

McAllen, TX 78504

(956)800-9490

[stxpmgroup@gmail.com](mailto:stxpmgroup@gmail.com)

*Link Below to our Move-out Packet*

 Move-Out Packet Updated 8-2-24.pdf



## NOTICE OF TENANT'S INTENT TO VACATE

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS®, INC. IS NOT AUTHORIZED.  
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To: SOUTH TEXAS PRP. MGMT GROUP (Landlord)

From: \_\_\_\_\_ (Tenant)

Re: Lease concerning the Property at \_\_\_\_\_

**A. Tenant's Notice of Intent to Vacate:** The above-referenced lease ends on \_\_\_\_\_ (date).  
Tenant will vacate the property on \_\_\_\_\_ (Move-out Date).

**B. Tenant's Notice of Intent to Terminate Early Under Paragraph 28 of the Lease:** Tenant is exercising Tenant's rights under the following subparagraph of Paragraph 28:  Military Transfer/Deployment;  Family Violence;  Sexual Offenses or Stalking; or  Assignment and Subletting. Tenant has attached all necessary notices and documentation required under the applicable subparagraph.

### MOVE-OUT REMINDERS

1. Return all keys, garage door openers, mailbox keys, and other access devices to the Landlord by the Move-out Date.
2. Provide written notice of Tenant's forwarding address. If known at this time, please provide below.

Street	City	State	Zip
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3. Leave the Property in a clean condition, free of all trash, debris, and any personal property.
4. If Tenant's Move-out Date changes, Tenant must notify Landlord immediately and obtain Landlord's approval.
5. Tenant must comply with any other Landlord Move-out requirements.
6. If Tenant fails to vacate by the Move-out Date, Tenant will be liable for any holdover rent as specified in Paragraph 22 of the Lease.
7. Landlord's right to place a sign on the Property, show the Property, or place a keybox on the Property applies pursuant to Paragraph 14 of the Lease.

Tenant acknowledges that Tenant remains obligated under the Lease until the Lease is terminated.

\_\_\_\_\_  
Tenant Date

### Landlord's Acknowledgment of Receipt

*Landlord acknowledges receipt of this notice.*

\_\_\_\_\_  
Signature Date

**SOUTH TEXAS PRP. MGMT GROUP**

# MOVE-OUT AGREEMENT CHECKLIST

To: South Texas Property Management Group, LLC

Ref: 30 Day Notice to Vacate Property

Date of Notice: \_\_\_\_\_ Move-out Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

1. I will leave utilities (Water & Electricity) on for 3 business days after vacating so that the property may be adequately inspected.
2. All keys, garage door openers, and mailbox keys (federal postal key(s)) must be turned in by or before 4:00 p.m.. If keys are not turned in on time I understand I will be charged a **holdover fee.**
3. It is my responsibility to submit the following documents 30 days prior to move-out: Notice of Tenant's Intent To Vacate (TAR-2218), Move-Out Agreement and Cleaning Cost Sheet.
4. I understand I am still obligated to the original terms of my Lease. If I do not fulfill the terms of my Lease, I hereby forfeit my Security Deposit and will be responsible for any other costs that may incur.
5. It is my responsibility to TURN OFF ALL AUTOMATIC RENTAL PAYMENTS from the tenant portal, or I will be **charged a \$25 processing fee for any payments PM must return to tenants.**
6. I understand I will receive notice of my security deposit return within 30 days after my official move-out date.
7. I must provide a forwarding address: \_\_\_\_\_  
Tenant check will be made to: \_\_\_\_\_

\_\_\_\_\_  
Tenant Signature Date

\_\_\_\_\_  
Tenant Signature Date

# Move-Out Checklist and Cleaning Cost Sheet

## General Cleaning Charges & Replacements:

- General Cleaning starts at \$100
- Refrigerator Cleaning \$45+ (\$55 food disposal)
- Counters/Cabinets Cleaning \$45- \$100
- Dishwasher Cleaning \$35
- Window Cleaning \$25 each
- Ceiling Fan Dusting \$20 each
- Cleaning Walls (per wall) \$25 - \$50
- Re-Keying when no keys are returned \$150
- Personal belongings removal from interior/exterior of property \$75 - \$200
- Install New A/C Filter (Missing or Dirty) \$15 each
- Broken/ Missing Blinds \$50 - \$75 each
- Vertical blinds \$125
- Replace Broken/Missing Light fixtures **Priced as Billed**
- Toilet Flappers \$50 each
- Door Stopper \$15 each
- Shower head **Priced as Billed**
- Fluorescent tubes **Priced as Billed**
- Replace missing/broken/nonworking bulbs \$20 each.
- Replace Broken Kitchen/Bathroom Faucet **Priced as Billed**
- Replace Ceiling Fan(s) **Priced as Billed**
- Smoke detector batteries \$10 each
- Smoke detector replacement \$25 each
- Door chain \$15 each
- Stove Drip Pans \$10 each
- Toilet seat replacement \$45
- Tighten loose screws such as toilet seat, cabinets, doors \$10 - \$25 each
- Broken drawers **Priced as Billed**
- Weather stripping \$45 each
- Garage remote \$150
- Replace broken light switch plates or outlets \$10 each
- Replace Broken Doors interior/exterior **Priced as Billed**
- Toilet paper holder \$10 each
- Towel bar holder \$45 each
- Paint/Touch ups **Priced as Billed**
- Tape & Float **Priced as Billed**
- Window Replacement (Insulated/Non-Insulated) (Dependent on size) **Priced as Billed**
- Mow and Trim Lawn **Priced as Billed**
- **A/C Service/Cleaning - Priced as Billed**
- Roach and Flea Treatment **Priced as Billed**

\$25 admin charge if any repairs and/or cleaning is necessary.

Acknowledgement of Receipt			
Acknowledgement of receipt of this notice.	Acknowledgement of receipt of this notice.	Acknowledgement of receipt of this notice.	Acknowledgement of receipt of this notice.
_____ Signature	_____ Date	_____ Signature	_____ Date

Note: Fees are charged if applicable. Prices listed do not cover trip charges, taxes or service fees and are subject to change as the market dictates.