



Hendricks Real Estate
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HENDRICKS REAL ESTATE *Move Out Process / Notice of Surrender*

- 1) Hendricks Real Estate must be notified in writing of your intent to vacate the property, at least 30 days before you plan on moving out (refer to your lease for exact notification periods)
- 2) All utilities must remain on, in your name, until the end of your lease term, regardless of what day you actually vacate the property. If utilities are turned off early, the cost to reconnect as well as the utility costs themselves through the end of your lease term will be deducted from your deposit.
- 3) Garage door remotes, mailbox keys, and pool fobs should be left on kitchen counter
- 4) You have not officially 'moved-out' until you surrender the property to Hendricks Real Estate. Surrendering is defined as returning the keys and the signed Notice of Surrender to us. Your surrender options are as follows:
 - a. Drop off keys and paperwork at our office, located at 9600 Escarpment Blvd, Suite 745-45, Austin, TX 78749. The office is a store called Postmark'd, next to a Starbucks in the Escarpment Village Shopping Center. Hours are M-F 8a-6p, Saturday 9a-3p, Sundays Closed. There is NOT an after-hours drop slot.
 - b. Leave all keys in the house and lock a door behind you (only available if there is a thumb lock for you to lock the house behind you). Email or fax in a copy of this notice along with notification that the keys have been left locked in the house.
- 5) Walk-thrus are not completed with departing tenants. We complete our inspection as soon as you have surrendered the property. For scheduling and accuracy purposes, these are never conducted with tenants present.
- 6) All property (INCLUDING TRASH FROM THE OUTSIDE CANS) must be removed from the property before you surrender it.
- 7) The property must be left clean and in the same condition that you received it in order to receive a full deposit refund. Below is a recommended cleaning checklist for your reference:
 - a. Kitchen: Pantry shelves cleaned. Any shelf paper or liners in pantry or cabinets removed. All appliances cleaned, inside and out.
 - b. Bathrooms: All surfaces thoroughly cleaned, including shower doors & walls, toilet base, etc.
 - c. Floors: Sweep wood floors, professionally clean carpets, mop linoleum, and clean wood floors with Murphy's oil soap.

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- d. General Interior: Baseboards, shelves, built-ins wiped down. No cobwebs on walls or ceilings. All windows windexed, blinds and ceiling fans dusted. All AC filters and smoke detector batteries clean/functioning. Air vents cleaned.
 - e. General Exterior: All trash/debris removed from yard/exterior. Lawn mowed & trimmed. Bushes trimmed neatly. All cobwebs removed. Exterior of windows cleaned. Garage and porches swept. Exterior of building pressure-washed, if needed.
 - f. This list is not exhaustive – it is just a reminder list of some of the more common issues found at move-out.
- 8) There will be a \$100 administrative charge deducted from your deposit, in addition to the cost of cleaning and/or repairs, if any cleaning or tenant-responsible repairs have to be completed post-surrender.
- 9) Your security deposit will be returned to you within 30 days after you surrender AND provide written notice of your forwarding address. Your security deposit will be handled in one of three ways:
- a. Full Refund of Deposit
 - b. Partial or No Refund of Deposit, along with statement detailing deductions
 - c. No Refund of Deposit, Bill for Damages that Exceed Deposit, along with statement detailing deductions/charges
 - i. If you receive a bill, the balance must be paid in full within 30 days of receiving the bill. Delinquent accounts will be promptly reported to a collection agency.

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Tenant's Surrender of Property

THE UNDERSIGNED TENANT(S) HEREBY AGREES THAT HE/SHE/THEY HAVE COMPLETELY VACATED THE PREMISES KNOWN AS

Property Address.

I/We hereby request that the property manager/owner to inspect our former rental dwelling as soon as possible.

Our forwarding address is: _____

Dated this _____ day of _____, 20_____.

_____ Signature
Print Name

_____ Signature
Print Name

_____ Signature
Print Name

_____ Signature
Print Name