



Bristile Move-Out Instruction Form

Thank you for allowing Bristile Properties to serve as your management team over the course of your lease. Our goal and the property owners hope, is that you leave the property in a condition so that all of your security deposit will be returned. The information provided below is to help you prepare to leave the residence you have been calling home.

Upon your move out please be aware of the following item covered by your Lease.

****TEXAS LAW REQUIRES WRITTEN NOTICE OF YOUR FORWARDING ADDRESS****
- All rental dues must be paid in full prior to receiving a security deposit accounting -

Your lease requires you to leave the house ready for the next tenant to move in according to the following specifications:

Carpets

The carpets must be professionally steam cleaned, treated for any stains or pet odor and ready for move in. We strongly recommend "Three & One Maintenance and Repair" @ (512) 699-1505.

Cleaning

The home must be completely cleaned, including but not limited to the following:

- All hard surface floors and counters
- Bathroom sinks, showers, tubs, and toilets
 - Eliminate any mold/dirt in grout and caulk or re-grout if required
- Kitchen sinks, drawers (inside and out), and all appliances (inside and out)
- Clean all blinds and baseboards
- Leave windows as you found them unless otherwise specified in your lease
- Remove any special soil (i.e. pet or child)

Yard

Yard must be maintained according to your lease, this may include fertilization, removing weeds, trimming all bushes and maintaining any foliage beds

Additional Repairs

You must properly repair damage to the property caused by carelessness, abuse, accident or neglect. Fill nail holes with spackling applied by fingertip – no caulk or no putty knife. Touch-up paint to cover any damage, scratches or soil – call for advice or matching paint colors. The cost to complete inadequate repairs is your responsibility and may impact your security deposit accounting.

Also

- Replace all burned out light bulbs with the proper type for each fixture
- Put fresh filters in the HVAC unit – Dirty filters will result in a service call and filter charge
- Leave the property pest free – any pests left behind including fleas, are your responsibility
- Any personal property left at the premises will be removed at your expense
- Keep utilities on until the end of the lease – do not turn off utilities until the termination date listed on your lease contract



Final Departure – Surrender

On exiting the property the final time, leave all keyless dead-bolts off, leave heat low (65) or A/C high (80) and lights off, lock the house and return all keys and/or garage door openers to Bristile Properties. You have not surrendered the property until all access devices are returned to Bristile Properties, you may be charged additional rent (per your lease) for failure to vacate on time. Call your property manager immediately when you have left the property so we will know we can perform our move out inspection.

Final Inspection and Security Deposit Accounting:

After you vacate the property and surrender all keys and access devices (including, if applicable, any pool access cards, pool access keys or mailbox keys) a representative from Bristile Properties will perform an inspection and take photographs of the condition of the property.

For the safety of our employees we have a firm policy that we will not perform this final inspection with a resident present; therefore please do not ask for a "final walk through."

The security deposit accounting will be completed and any monies owed are mailed at the end of the thirty day period, in accordance with Texas statute. Please allow an additional 5-7 days (after the 30 day period) for the accounting to arrive in the mail.

A Final THANK YOU

Bristile Properties represents many different property owners and work with 100's of tenants each year. We enjoy the relationships we develop with our owners and residents. If you need help in the future, whether it is help in buying a home or if you need a reference based on your record as a tenant we are available to answer any questions you may have.

If you have any other questions please contact Bristile Properties at (512)394-6447.