

## **HOUSING AUTHORITY MOVE OUT INSTRUCTIONS**

Appropriate move out notice must be received for you to be eligible for full refund of your security deposit. In accordance with your lease you must give a 30 day written move out notice with a forwarding address. Please refer to the instructions below when preparing to vacate your apartment. Per your lease agreement we ask that you return your apartment to the condition that it was given to you when you moved in. If you choose not to do some of the cleaning you will be charged according to the rates on the schedule of charges you signed.

Before you vacate your apartment you will need to schedule a move-out inspection with the office by calling us at (830)583-2321 during office hours. At the time of inspection you should have all your belongings out of the apartment, the apartment should be cleaned, and you should be ready to surrender your apartment keys at that time. If you choose to leave without an inspection you agree to accept reasonable charges for any damages or cleaning deemed beyond normal wear and tear. Please note that it takes the U.S. Post Office 10 business days to forward your mail so please plan accordingly.

In order to receive your security deposit refund you must remember to leave a forwarding address. You will receive your security deposit refund within 30 days of your move-out date. Your security deposit will not be refunded at the time of move- out.

1. Clean all the kitchen cabinets and drawers inside and out.
2. Clean the front door inside and out.
3. Clean the kitchen sinks and countertops.
4. Clean the top of the stove, the burners, drip pans, and the entire oven.
5. Clean the hood over the stove inside and out.
6. Clean the refrigerator and freezer inside and out.
7. Clean underneath the stove (pull out the drawer below)
8. Sweep and mop the linoleum floors throughout the apartment.
9. Clean and shine all kitchen and bathroom fixtures.
10. Clean the bathroom medicine cabinet, shelf, cabinets, and mirror.
11. Clean the shower and bathtub, and scrub and remove any mold spots off the tile (if applicable).
12. Clean and sanitize the toilet.
13. Clean all closets and shelving.
14. Clean the windows inside and out and the windowsills.
15. Clean all window blinds.
16. Clean all light fixtures and replace any burned out bulbs, except for 4' fluorescent bulbs
17. Clean all walls, doors and baseboards.
18. Clean out the storage room
19. Clean the patios
20. Remove all garbage and debris from the yard and around the outside of the unit
21. Clean & dust all ceiling fans

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Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Housing Authority Representative

\_\_\_\_\_  
Date