



3800 So. WS Young Drive, Suite 101, Killeen, Texas 76542

Phone: (254) 526-5921 – Fax: (254) 526-6951

Email: mgr@jwcrentals.com

Website: www.jwcrentals.com

Dear Tenant,

We would like to take this opportunity to thank you for renting with JWC Property Management! Our staff has enjoyed serving you during your tenancy with us!

This packet includes all the information you will need throughout the move out process. We ask that you read the information in its entirety. You will be responsible for following the move out process properly.

Included in this packet is information regarding check out, instructions for cleaning your property, as well instructions for proper procedures on turning possession of the property back over to JWC.

Finally, we ask that you leave your property in good condition and in compliance with the lease.

Following the move out and cleaning guidelines will save you money and us time!

This does NOT schedule a move out inspection for the property. You are responsible for scheduling an appointment, not less than two weeks prior to your move out date.

If you have any questions about the move out process please feel free to contact our office at **(254) 526-5921**.

Again, thank you for choosing to rent from JWC Property Management.

A handwritten signature in black ink that reads "Kisha Dance".

KISHA DANCE

LEASING COORDINATOR MANAGER



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~Tenant Move Out Packet~

*All Property Keys,
Garage Remotes, Carpet, Cleaning, or Pest Control Receipts must be
turned in to:*

JWC Property Management

Located at:

3800 S. WS Young Drive Suite 101

Killeen Texas 76542

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*To authenticate your actual and legal date of vacating, we **require** that you turn your keys in to a representative. Once keys are received we will provide a receipt for surrender of the property.*

***Prior to vacating you are required to provide a Minimum of Thirty (30) days advance written notice to terminate the lease agreement at the end of the lease term.***

*Rent will **not** be prorated.*

***Rent will continue to be charged until either the lease expiration date, or the date the property is re-rented; whichever comes first.***

*Keys **will not** be accepted in the Night Depository.*

*Please make sure you provide JWC with a **forwarding address**.*

*Your security deposit, or explanation of its disposition, will only be mailed to the forwarding address you provide.*

*Your security deposit, or explanation of its disposition will be **mailed within 30 days after** you legally surrender the leased premises.*

## *Requirements for Cleaning:*

1. Make sure your Keyless Deadbolts **are not locked** when you turn in your keys. If we can't get in you will be **charged for re-keying the home.**
2. Ceilings, walls and woodwork: Loose dirt will be removed from walls, and other surfaces. Blinds cleaned.
3. Spots, dirt, grease, fingerprints and other marks will be removed from walls, baseboards, window sills, doors and other woodwork.
4. Nails and screws must be removed and the walls or doors restored to their original condition. Holes or spots must be **professionally** restored.
5. All decals, stars on ceilings, wallpaper or contact paper needs removed.
6. All drawers, furniture and cabinets will be emptied, wiped out and left open. Closets and shelves will be cleared of hangers or trash. Kitchen cabinets are to be free of food particles, cleaned and left open. Dishwasher cleaned and dry.
7. Refrigerators: The refrigerator will be defrosted and thoroughly washed out with a mild detergent and then wiped completely dry. Turn the dial to the "OFF" position, UNPLUG, and be sure to leave the door OPEN. Exterior surfaces should be clean, including the rubber door seal. The refrigerator must be moved from the wall and the area behind and underneath cleaned, and the refrigerator returned to its normal position.
8. Stove: Wire brushes or sandpaper should never be used. Easy Off is a good product to use on the interior of the oven. NOTE: DO NOT attempt to use a cleaning product on a self-cleaning oven. Drip pans must be replaced with new ones.
9. Light fixtures must be cleaned and equipped with working bulbs of proper size. Ceiling fans must also be cleaned and equipped with proper bulbs.
10. All tubs, basins, sinks, toilets and tile must be thoroughly scrubbed, cleaned and dried.
11. Air Conditioner, heater units, closets and vents must be cleaned and a new filter installed and the access panel left off for inspection.
12. Vent-a-hood exhaust filter must be replaced and free of all grease.
13. All tile or wood floors must be mopped clean and free of marks.
14. Garages and driveways must be cleaned and all grease and oil marks removed.
15. Grounds must be neatly mowed and edged to include under porches, and in flowerbeds. Trash and other debris must be removed from the grounds.
16. Windows and mirrors must be cleaned, inside out. Screens must be in original condition or they must be replaced.
17. Fireplaces must have all ashes removed and fireplace cleaned.
18. Carpets **MUST be professionally steam cleaned and shampooed by an APPROVED vendor. The receipt for payment of carpet cleaning MUST be presented to the rental department at time of vacating. Self-carpet or rental equipment receipts will NOT be accepted.**
19. Tenants that had pets on the property **MUST** have the property professionally exterminated for fleas & ticks, and present the receipt upon vacating. Yard must be free of pet mess/ feces. Any pet holes must be filled.
20. If you have a satellite installed, upon vacating the property you will need to **remove and dispose** of the pole and dish; otherwise you will be assessed a fee for removal.
21. If having a security system installed **you must restore the property to its original condition** and quality needs to be professional. If door knobs, deadbolts, thermostats, sheetrock, etc. have to be replaced/repared, you will be assessed a fee for repair.

**\*\*\*These are the conditions in which your apartment or house must be when inspecting for vacating. If these requirements are not met, we will hire someone to clean your property. Cleaning, repair, and replacement charges will be deducted from your Security Deposit. It is your responsibility and to your advantage to leave your premises extremely CLEAN\*\*\***

## Recommended Vendors:

*\*You will be responsible for paying the vendors\**

### **CARPET:**

- ✓ SAMMY'S (254) 289-4603
- ✓ AWESOME JOE (254) 462-5158

### **PEST CONTROL:**

- ✓ MANTIS (254) 628-2847
- ✓ BELL COUNTY (254) 698-2845

***PLEASE MAKE SURE TO TURN IN ALL RECEIPTS TO JWC WITH YOUR KEYS!***

***ALL CLEANING, CARPET CLEANING, AND PEST CONTROL MUST BE COMPLETED BEFORE INSPECTIONS!***

***ALL FURNITURE MUST BE REMOVED PRIOR TO CARPET BEING CLEANED.***

### **WE DO NOT ACCEPT THE FOLLOWING VENDORS:**

- **RUG DOCTOR RECEIPTS**
- **A BETTER HOME AND CARPET**
- **TRUE CLEAN, FRIENDLY CARPET**
- **MOLLY MAIDS**
- **Y&Y CARPET**
- **ELITE CARPET**
- **AFFORDABLE CARPET**
- **IGS CARPET CLEANING**
- **PAYLESS CARPET**
- **BUTTERFLY CLEANING**
- **BREE'S CLEANING**
- **STEAM PRO 254**

***You are NOT required to use our recommended vendors. If you choose to use a separate vendor of your own, please ensure that vendor guarantees their work. If something isn't done up to JWC standards we will attempt to recall your vendor only one time. If they do not come and resolve the issue, JWC will have to send our own vendor out, which will result in you being assessed additional charges.***

***\*\*IF YOU HAVE ANY RECURRING ONLINE PAYMENTS SET UP, PLEASE CANCEL\*\****