

PILGRIM MANAGEMENT COMPANY

Serving Georgetown since 1972

(512) 869-2638

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Bank of America Building
624 S. Austin Ave. Suite 240
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MOVE OUT GUIDELINES

In order to have your security deposit refunded, you must comply with the terms of your lease. This guideline will also give you some cleaning information that indicates what the owner expects the property condition to be when you leave.

1. Your “Move In-Move Out Report” will be used as the basis for ALL damages or other conditions for which you are not to be held responsible. **YOU MUST** turn that report in within 5 days of your move in or we will absolutely assume that everything is in perfect condition.
2. Spots, dirt, grease, fingerprints and other marks must be removed from all walls, ceilings, baseboards, window sills, doors and other woodwork. The element of fair wear and tear will be taken into consideration when we inspect. The cost of cleaning dirt around ceiling vents caused by dirty AC filters will be charged to you if you have not cleaned it.
3. **Do not patch nail holes or provide touch up paint.**
4. All decals (if you allow them to begin with) must be removed. All door stops should be in place and in good condition.
5. All drawers and cabinets must be emptied, wiped out and left clean. Closets and shelves must be clean and special attention paid to kitchen cabinets to insure that food particles and stains are removed.
6. Refrigerators (if provided) must be defrosted and thoroughly washed, inside and out (including door gaskets, etc.) with a mild detergent and then wiped completely dry. Turn the dial to the “off” position and be sure to leave the door open. Dust, lint and debris must be cleaned from all accessible areas underneath and in the rear of the refrigerator.
7. Ranges should never be cleaned with a wire brush or metal scouring pad. Use a good oven cleaning product and either clean thoroughly or replace the drip pans. Clean under the top burner cover and be sure to remove all grease and food particles. The exhaust fan and range hood must be clean and free of grease.
8. Light fixtures should be clean and equipped with working light bulbs.
9. Plumbing fixtures, tubs, tile, sinks, lavatories showers and tub surrounds should be thoroughly scrubbed clean and all hard water stains removed. **NEVER, EVER USE ANY CLEANING MATERIAL THAT SCRATCHES TILE, PORCELAIN OR FIBERGLASS.**

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10. Clean air conditioner closets and install new filters. You will be charged for replaced filters if you do not install one yourself.
11. All floors should be cleaned and free from scuff marks and carpets should, at the minimum, be vacuumed thoroughly. If you have had a pet on the premises, you must always pay for a professional steam cleaning and pest extermination; this is required in accordance with the Lease and Pet Agreement.
12. Windows, mirrors and other glass surfaces must be completely cleaned. All blinds, curtains or other window coverings must be cleaned and put back on the windows. All screens, including screen doors, are to be installed and in good condition.
13. Garages and driveways must be cleaned of all oil or grease stains.
14. The yard (if yard care is not included) must be freshly mowed, shrubs trimmed, and all trash and debris, including leaves picked up and properly disposed of. If the yard has deteriorated as a result of your failure to water, mow or trim, the cost to restore the yard (which can be very high) will be charged to you.

These are guidelines you should use to insure that the property you occupy is in a condition which will allow us to refund your deposit. If these guidelines are not met, we will hire the work done and cost will be deducted from your deposit. In the event the cost exceeds the amount you have on deposit, you will be billed for the excess.