



Phone: (806) 765-2300 Fax: (806) 767-9001

## MOVE~OUT INFORMATION

Dear ULofts Resident(s):

The 2019 lease term is quickly coming to an end, so it is time to prepare for moving out of your apartment. This packet contains the information and forms that you need to make your move-out process go as smoothly as possible.

Please read all of the information carefully and entirely! It explains what is expected of you and describes what we will be looking for when we inspect your apartment. It also includes a detailed list of cleaning instructions, a list of damage and/or replacement costs, and a Surrender of Possession form.

We hope that you have enjoyed your stay with us and we wish you the best of luck in the future. For those of you who are graduating – Congratulations!

Sincerely,

Jeannie Harvey  
Property Manager  
ULofts Apartments  
(806) 765-2300  
[jharvey@uloftsapartments.com](mailto:jharvey@uloftsapartments.com)

# GENERAL MOVE~OUT INSTRUCTIONS

To officially move out of your apartment you must:

- Remove all personal belongings and all trash from your apartment
- Clean your apartment according to instructions included
- Provide carpet cleaning receipt to the office (Read cleaning instructions below.)
- Complete a Change of Address form for the US Postal Service
- Cancel premium cable programming (that you pay for directly)
- Complete a Surrender of Possession form
- Return all keys along with your Surrender of Possession form to the office

Return your keys and Surrender of Possession form to the rental office by 10:00AM on the last day of your lease at the latest. It is very important that you vacate on time or you will incur a substantial, hourly “hold-over” fee beginning at 12:00 PM. In addition to the “hold-over” fee, we will also have our maintenance department remove, store and dispose of your personal belongings at your expense. Also, we will no longer be able to add anyone to our sublease list. If you still need a sublease for the summer, it will be your responsibility to find a lease takeover for those months.

When you moved in, you should have completed an Inventory and Condition Form. We will compare any damages you noted on your form to any damages we note during our move-out inspection of your unit. The cost to repair any damages noted upon move-out that were not noted when you moved in will be deducted from your security deposit (if applicable) or charged to your rental account. (A list of estimated costs for the various items is included in this packet.) If you wish to be present for the move-out inspection, please contact the rental office to schedule an appointment. Appointments should be made at least seven (7) days prior to your move-out date and are scheduled on a first-come, first-served basis.

In addition to any damage or cleaning charges that may be assessed, the following items will be deducted from your deposit or charged to your rental account if they are not paid in full before your lease termination:

- Unpaid rent
- Non-Sufficient Fund (NSF) check fees
- Late fees
- Common area damage charges
- Parking charges
- Legal and/or collection fees
- Outstanding invoices
- Any other Tenant charges or obligations

Your final account statement will be processed within thirty (30) days of the termination date of your lease. Included with your statement will be an itemized list of any damages and/or other deductions. Disputes will only be taken in the form of email to maintain records. Please end disputes to: [jharvey@uloftsapartments.com](mailto:jharvey@uloftsapartments.com). To expedite your dispute please make sure to include all documentation to prove your case.

We truly thank you for your anticipated cooperation, and trust that your stay with us has been an enjoyable one. If you have any questions about the move out process, please do not hesitate to ask. It has been a pleasure having you as a resident at ULofts Apartments, and we offer our best wishes to all of you in the future!

## CARPET CLEANING

Please see section 5 paragraph 2 of your lease contract regarding carpet cleaning. The contract does state that **every** resident must pay for carpet cleaning upon move out. Carpets must be professionally cleaned by our approved contractor below. You must pre-pay the contractor for the service and provide the receipt to the rental office or the cost will be deducted from your security deposit or rental account. Carpet cleaning machines that are rented from Wal-Mart, United, etc. will not be considered as professionally cleaned, so please avoid using these types of machines. Please note if your carpets require excessive cleaning you will be charged for the difference if it is more than the standard carpet cleaning that is paid to Carpet Solutions.

**Do not have them clean the carpet before you turn in your keys.** We will schedule the actual carpet cleaning date with the contractor.

Carpet Solutions (806) 548-4521

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## APARTMENT CLEANING INSTRUCTIONS

Please follow the guidelines below when cleaning your apartment. **If you hire a professional cleaning service, we strongly suggest that you provide this information to them.**

### KITCHEN

CABINETS AND DRAWERS: Clean inside and out. Leave no crumbs or personal belongings.

COUNTERTOPS AND BACKSPLASH: Clean off all stains and residue.

REFRIGERATOR/FREEZER: Clean inside and out and set thermostat to the middle setting. **Do not turn it off.** Do not use a knife to scrape ice as it could puncture the freezer and you will be charged for its repair/replacement if necessary.

RANGE: Clean the top, back, front, oven, broiler, drip pans and underneath the top burners. Make sure that when you are done cleaning the oven there is no residue left behind. Turn the oven on for a few minutes: if it dries with a white residue, take a clean wet cloth and wipe it off.

FLOOR: Scrub entire floor including areas beneath the refrigerator and furnishings.

WALLS: Wipe to remove all grease and grime.

FIRE EXTINGUISHER: Wipe dust and return to proper hanger or storage area.

WINDOWS: Clean inside with no streaks and outside if possible.

DISHWASHER AND MICROWAVE: Clean inside and outside. Do not forget to wash the top of the door on the dishwasher and remove all crumbs and grime from the rubber edging of both appliances. Clean the filter and light as well.

## **BATHROOMS**

**BATHTUB ENCLOSURES AND SHOWERS:** Must be cleaned with no residue, mildew, or soap scum left behind.

**BATHTUBS:** Clean inside and outside with no residue, mildew or soap scum left behind. Also make sure all hair is removed.

**TOILETS:** Clean the inside, outside, seat, lid, and tank. Don't forget the base!

**MEDICINE CABINET(S):** Clean inside and out. Clean the mirror- do not leave streaks.

**SINKS:** Must be cleaned with no hair or residue left. Make sure chrome faucets shine with no streaks or water spots left on them.

**VANITY:** Remove all personal property and clean inside and out.

**FLOOR:** Scrub entire floor and baseboards paying close attention to areas around and behind the base of the toilet.

**LIGHTS:** Clean shades/globes and replace. Replace any bulbs that are out.

**TOILET PAPER HOLDER:** Remove all dust and grime.

## **LAUNDRY ROOM**

**WASHER/DRYER:** Clean the top, front, inside and outside.

**WALLS:** Wash or wipe to remove all dirt, marks, grease and grime.

**FLOOR:** Scrub entire floor.

## **LIVING ROOM AND BEDROOM(S)**

**BLINDS/CURTAINS:** Wipe all slats and rails. Make sure soap streaks are gone.

**LIGHTS:** All light shades must be taken down, cleaned and put back up. All light bulbs must be present and in working order.

**WINDOWS AND GLASS DOORS:** Clean inside with no streaks and vacuum window and door tracks. Clean outside windows if on first floor.

**FURNITURE:** Remove dust and any residue or stickers. We suggest furniture polish to clean wood furniture... DO NOT USE WATER AS IT WILL STAIN. Be sure to also clean/vacuum under cushions.

**SMOKE DETECTORS:** Must be present and in working condition.

**BASEBOARDS:** Clean and dust. Don't forget areas behind furniture.

**CLOSETS:** Remove all items including hangers, vacuum, and wipe shelves.

**WALLS:** Wipe walls (spills, fingerprints, marks) and remove all cobwebs throughout

**FLOORS:** Vacuum entirely and remove stains. Be sure to clean under furniture as well.

**LIGHT SWITCHES AND OUTLET PLATES:** Wipe to remove dust and fingerprints.

**VENTS:** Vacuum and wipe to remove dust build-up.

# SURRENDER OF POSSESSION

I am hereby surrendering physical possession of Premises/Unit \_\_\_\_\_ by delivering all keys to the ULofts Apartments rental office. It is understood and agreed that the surrender of physical possession does not release me or any other Tenants from installment rental payments or other financial obligations incurred in conjunction with the Lease of the Premises/Unit. Landlord shall have the right to any action necessary to restore the Premises/Unit in the event that Tenants have not done so pursuant to the terms of the Lease.

I have the option of having my Premises/Unit inspected once all of my personal belongings have been removed and the Premises/Unit is clean. Please initial one of the following options:

\_\_\_\_\_ I have made an appointment to be present during the inspection.

\_\_\_\_\_ I do not wish to be present during the inspection.

I understand my pending security deposit disposition will be mailed to the name and address written below. If a printed name and address is not complete on this document, my security deposit will be mailed to the current guarantor address on file.

Print full name and forwarding address:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EACH TENANT MUST COMPLETE ONE OF THESE FORMS AND RETURN IT TO THE OFFICE IN ORDER TO RECEIVE A SECURITY DEPOSIT DISPOSITION REPORT.**

FOR OFFICE USE ONLY: ___ Apartment Key ___ Mailbox Key ___ Exterior Key  Returned Date: _____ Received By: _____ (initials)
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# List of Possible Charges (although not limited to):

## Apartment Cleaning:

1 bedroom light clean: \$35.00  
1 bedroom standard clean: \$88.00  
1 bedroom heavy clean: \$110.00  
2 bedrooms light clean: \$60  
2 bedrooms standard clean: \$94.00  
2 bedrooms heavy clean: \$150.00  
Removal of trash left in apt: \$40.00/bag

## Carpet Cleaning:

1 bedroom standard clean: \$65.00  
1 bedroom heavy clean: \$85.00  
2 bedrooms standard clean: \$85.00  
2 bedrooms heavy clean: \$130.00  
Remove red stains: \$20.00 per stain  
Remove pet stains: \$20.00 per stain

## Carpet Replacement:

1 bedroom: \$340.00  
2 bedrooms: \$610.00

## Upholstery Cleaning:

Soft Char: \$40.00  
Sofa: \$45.00  
Bar Stools: \$10.00 each  
Mattress: \$50.00

## Painting:

Alamo, Beaumont, Canyon, Del Rio and Caprock: \$275.00  
Sonora, Llano, Midland, Stonewall, Marathon: \$290.00  
Sanderson: \$290.00  
Odessa: \$315.00  
Sierra/Austin: \$315.00  
Penthouse: \$405.00  
Houston: \$405.00  
Dallas: \$505.00  
Paint Livingroom only: \$150.00  
Paint Bedroom only: \$125.00  
Paint Kitchen only: \$75.00  
Paint Bathroom only: \$45.00  
Paint Doors: \$20.00 per door

Paint Ceiling: \$40.00 per room.

## Sheetrock Repairs:

Repair 4X4 or smaller: \$30.00  
Repair 12X12 or smaller: \$75.00  
Repair 36X36 or smaller: \$95.00  
Repair requiring a drywall sheet: \$135.00

## Kitchen Repairs/Replacements:

6 in drip pans: \$4.25  
8 in drip pans: \$5.00  
6 in drip pan rings: \$4.14  
8 in drip pan rings: \$4.46  
Microwave tray: \$45.56  
Refrigerator Shelves: \$95.00  
Refrigerator Handle: \$66.57  
Crisper Drawer: \$90.85  
Crisper Cover: \$107.00  
Ice Bucket: \$29.50  
Kitchen Drawer: \$86.00  
Cabinet Door: \$125.00  
Sink Stopper: \$4.25

## Living Room:

Vertical Blinds: \$49.57  
Blind Slat: \$5.51  
Blind Wand: \$3.25  
Ceiling Fan: \$97.41  
Sofa: \$423.67  
End Table: \$86.60  
Replacement glass for end table: \$37.89  
Tv Stand: \$196.53  
Replacement glass for tv stand: \$42.05  
Coffee Table: \$144.89  
Replacement glass for coffee table: \$109.93  
Soft Chair: \$310.19  
Bar Stool: \$82.86 each

## Bathroom:

Replace Bathroom Door: \$84.04  
Bathroom Door Knob Set: \$31.43  
Toilet: \$326.60  
Toilet Seat: \$27.89

## List of Possible Charges (although not limited to):

Toilet Tank Lid: \$39.96  
Toilet-Paper Holder: \$18.23  
Vanity Cabinet Door: \$54.96  
Vanity Cabinet Drawer: \$86.00  
Vanity Light: \$60.71  
Shower Rod: \$13.22  
Towel Bar: \$8.49  
Shower Head: \$14.90  
Wall Mirror: \$57.74

### **Bedroom:**

Bedroom Door: \$84.04  
Bedroom Door Knob Set: \$31.43  
Bed Frame: \$169.46  
Head Board: \$147.81  
Pillow Top Mattress: \$223.59  
Box Spring: 93.69  
Vinyl Mattress: \$196.53  
Entire Desk: \$136.99  
Desk Keyboard Tray: \$77.45  
Dresser: \$191.11  
Nightstand: \$109.93  
Sliding Mirror Doors: \$121.58  
Desk Chair: \$39.56  
Ceiling Fan: \$122.41

### **Miscellaneous Charges:**

Bifold Doors: \$127.83  
Bifold Door Knobs: \$2.35  
Smoke Detector: \$40.65  
Sliding Door Glass Replacement: \$474.00  
Light Switch Cover: \$4.42  
Outlet Cover: \$3.64  
Small Window Glass Replacement: \$196.00