



4421 Irving Blvd NW, Suite A, Albuquerque, NM 87114
Office: 505-323-2104, Fax: 505-323-2105 Website:
www.tysonproperties.com

MOVE OUT INSTRUCTIONS

Prior to returning your security deposit, we will inspect the home and grounds at our earliest opportunity once you have returned all keys and garage door openers to our office at 4421 Irving Blvd NW, Suite A, Albuquerque, NM 87114.

This is done to insure the property, allowing for normal wear and tear, is clean and in good repair.

The percentage of the security deposit and pet deposit, if applicable, returned to you will be based on the condition of the property upon move out and in accordance with the terms and conditions set forth in the signed Rental Agreement. The amount of security deposit retained by Tyson Property Management, if any, is based on the condition of the property at inspection and any funds that may be currently due but unpaid on your account.

To assist you in preparing the property for inspection, we suggest that you pay particular attention to the following guidelines:

- We will send a professional House Cleaner following each move-out. To reduce the cost of your invoice, you can follow the attached **Cleaning Checklist** which details specific cleaning guidelines.
- **Do not spackle the walls with putty** – Please note, any Tenant-caused holes or nicks in the wall will be charged to your security deposit as well as any touch-up painting needed.
- **Do not paint the walls, miss-matching the color or sheen can be costly and will be charged to your security deposit if it needs to be redone.**
- Remove all picture hooks, nails and screws from the walls (any holes needing to be filled in will be deducted from your security deposit)
- Remove all papers and packing materials from the property
- **Do not have carpets cleaned** we will schedule this service with our own professional carpet cleaning contractor. Our contractor is familiar with our standards and performs this service at a reasonable charge. If necessary, this contractor can professionally clean tile floors, as well. The cost for the carpet cleaning will be automatically deducted from your deposit.
- Leave trash container(s) “empty” and stored in the garage. Please make sure you have emptied this trash can on your normal trash collection day. If Tyson Properties has to make arrangements to have the trash can to be emptied there will be a \$50 charge. This charge will cover us having to put the trash can out for the collectors and then return it to the garage when it has been emptied. This charge will be deducted from your security deposit
- Excepting normal wear and tear, the home should be in the same condition it was in when you took possession at the beginning of your rental agreement.
- Upon departure, close and latch/lock all exterior windows and doors
- Please ensure that all fire extinguishers provided remain in the home. You will be charged for any that are found to be missing.
- Close and lock interior garage access door, if applicable
- Please set the thermostat according to the following instructions:
 - Note: Failure to comply with the following instructions may result in damages to the home for which you may be held responsible. An example would be frozen pipes as a result of the heat having been turned off or the thermostat having been improperly set by a tenant moving out of a home during the winter months.**
 - **Homes with refrigerated air conditioning** –
 - If during the winter months or mid-October to mid-April, please set the thermostat to heat and the desired temperature to 60 degrees.
 - If during the summer months or mid-April to mid-October, please set the thermostat to cool and the desired temperature to 78 degrees.

- Homes with evaporative (swamp) coolers –

Homes with evaporative coolers do not have the option of switching from cooling to heating at will.

Therefore, at the time you move out of the home, either the furnace or the cooler will be set to operate not both.

If the furnace is set to operate, please leave the thermostat set at 60 degrees.

If the cooler is set to operate, please leave the pump and the blower set to the “OFF” positions. If you know how to turn off the water to the cooler and you are able to reach the valve safely, please turn it off, as well.

- **UTILITIES:** Notify all utility companies to take service out of your name(s) as of your move-out date. You are responsible for the payment of all final utility bills through this time and will remain responsible for the bill until it is taken out of your name.
- **FINAL ABQ WATER BILLS:** When Tyson PM closes out a Tenant we automatically check the Albuquerque water bill balance and if the water bill is unpaid, we will pay the outstanding water bills from the Tenant’s security deposit. If you pay this water bill around the same time we pay the water bill, then it will be your responsibility to collect the overpayment from the City of Albuquerque. Please send proof of payments to help@tysonprop.com so that we will not deduct the remaining water bill from your security deposit.

Deliver all keys, garage door remotes, and your forwarding address to:

**Tyson Property Management
4421 Irving Blvd NW, Suite A
Albuquerque, NM, 87114**

Also, as per the terms of the Rental Agreement, you have not officially vacated the home until all keys and garage door openers have been delivered to our office. Our office hours are Monday through Friday from 9:00 AM to 5:00 PM, however, if the 1st -3rd fall on a weekday, our office can accept keys as early as 7:00 AM and as late as 6:00 PM.

Failure to return all keys and garage door openers on your move out date will result in additional rental charges. If incurred, as per the terms of the Rental Agreement, additional rental charges will be calculated on a per diem basis and at twice the rate agreed upon in the Rental Agreement. **All keys must be turned into our office, please do not leave them in the home.** If you do leave them in the home, you will continue to be charged rent at twice the daily rate until you notify us in writing to help@tysonprop.com stating that the keys were left in the property including a time and date stamped picture **and we are able to go by the property and pick them up.** If our schedule does not allow us to pick-up the keys until up to a week later, you will continue to be charged double rent through that time and will continue to be responsible for the lease and any damages to the home until keys are in our possession.

Your security deposit refund and/or statement of the disposition of funds will be mailed to your forwarding address (or your last known address, if no forwarding address is/has been provided) within 30 days of when the keys and garage door openers are returned to our office.

Thank you for allowing us to provide for your housing needs. We at Tyson Property Management pride ourselves in being a full-service real estate brokerage. If we may be of service in the future, whether buying, selling or renting another home, please do not hesitate to contact us.

Thank you!

Tyson Property Management



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Tyson Properties – Cleaning Checklist

Dear Tenants,

We appreciate all you have done to care for the property during your tenancy. We want to ensure that you receive as much of your security deposit back as possible. To assist you in doing so, we have compiled this list of our expectations of the cleanliness of the home upon your vacancy. Please read through this list and do your best to meet all the expectations below. Keep in mind that we will send in a professional House Cleaner following each vacancy, but you can complete as much of this work yourself to decrease the charge of that invoice.

Kitchen:

- ❖ All cabinets need to be wiped clean – inside and out
- ❖ All drawers need to be emptied and wiped clean
- ❖ All counters and backsplashes need to be cleaned and free from grease
- ❖ **Microwave:** (if provided) cleaned inside and out/ filter replaced
- ❖ **Stove / Oven:** cleaned inside – use the self-cleaning feature if available but no debris should remain; Drip pans will generally need to be replaced if excessive build up exists. It is usually cheaper to purchase new ones than to take the time to clean old ones. You can find these at Home Depot or Lowes and they generally cost \$8-\$15. They must match the existing drip pans in color and size. Lift up the stove top to clean under the burners. Some gas stoves may not have this feature. Pull the oven out away from the wall and clean the sides and the flooring underneath. Empty/clean the broiler pan and make sure the oven drawer is clean.
- ❖ **Fridge:** (if provided) cleaned inside fridge and freezer – remove all shelves and drawers and wash. Wipe down all surfaces inside/outside. Remove ice tray from freezer and wash out. Melt all ice in the sink using hot water. Make sure ice maker is set to off. Clean door seals and tracks to both freezer door and fridge door. Pull fridge away from wall and clean sides/top and flooring underneath.
- ❖ **Dishwasher:** Remove any food in the trap and dispose. Run long cycle with hot water only or use the sanitize function if available. Clean outside and door.

Windows:

- ❖ All window tracks, including sliding glass doors, should be vacuumed clean and be free from dirt and dust.
- ❖ Clean all inside windows inside and outside. All window ledges should be wiped clean.
- ❖ Blinds should be wiped clean slat by slat, including the top frame.

Flooring:

- ❖ Tile/Linoleum/Vinyl: Floors should be mopped clean using appropriate cleaning products that will not scratch, stain, or damage the floors. All scuff marks should be cleaned away.

- ❖ Hardwood: Floors should be cleaned/polished using appropriate cleaning products that will not scratch, stain or damage the floors. All scuff marks should be cleaned away.
- ❖ Carpet: Floors should be vacuumed. Per your lease agreement, Tyson Properties will have the carpet professionally cleaned upon your vacancy and that fee will be taken out of your deposit.

Lighting:

- ❖ All light bulbs should be in good working order.
- ❖ Clean all light fixtures and covers, inside and outside. This also includes wiping all ceiling blade fans from dust.

Outlets:

- ❖ Outlet covers need to be clean and free from scuffs, dirt, and paint. All cable wire extensions need to be removed unless permanently installed to the wall.

Walls:

- ❖ Tyson PM request that no patching be done to cover any nails holes etc. Should your home require patching and painting, it may be subject to charge depending if it is beyond normal wear and tear. Minor nail holes are considered normal wear and tear.
- ❖ All hardware needs to be removed from the wall – this includes picture nails, screws, molly bolts, anchors, mounting brackets, and curtain rods that were not present when you moved in.
- ❖ Walls need to be wiped clean. Take special care to not damage the paint. All scuff marks should be removed from the walls. All baseboards need to be wiped clean.

Closets/Doors:

- ❖ All interior closets need to be free from most scuffs and walls cleaned. All doors need to be wiped clean on the inside and outside and be free from scuff marks.
- ❖ Door knobs need to be cleaned on all doors.
- ❖ Remove all hangers and debris from inside all closets and pantries.
- ❖ Closet shelves needs to be wiped clean.

Bathrooms:

- ❖ Some bathroom cleaners can be harsh on certain surfaces. Use only cleaners appropriate for the type of material you are cleaning i.e. fiberglass, tile, granite, plastic, veneer, etc. Only cleaners that will not scratch, stain, or otherwise damage may be used.
- ❖ All cabinets need to be wiped clean – inside and out
- ❖ All drawers need to be emptied and wiped clean
- ❖ All counters and backsplashes need to be cleaned
- ❖ **Toilet:** Entire exterior of commode needs to be cleaned. The toilet seat/lid needs to be cleaned top and bottom. Toilet bowl needs to be brushed clean, taking special care to clean under the rim and leave no visible stains in the bowl. Take care to not scratch the inside of the bowl during cleaning.
- ❖ **Mirrors:** need to be cleaned and streak free
- ❖ **Medicine cabinet:** remove all shelves and wipe clean. Clean inside and out.

- ❖ **Vanity sink:** needs to be cleaned. Take special care to not scratch faucet hardware.
- ❖ **Tub/shower enclosure:** All surfaces need to be cleaned and free from stains, hard water marks, rust, and mildew. Remove all shower curtains and hook and dispose.

Laundry Room:

- ❖ All cabinets/shelving need to be wiped clean inside and out.
- ❖ **Washers** need to be run on a long cycle using bleach and hot water only. Washers also need to be cleaned on the outside, taking special care to clean the detergent traps so they are free from detergent buildup. (If provided)
- ❖ **Dryers** need to be cleaned on the outside. The lint trap needs to be removed, cleaned and replaced. Both the washer and dryer needs to be pulled away from the wall. The space behind them and in between them needs to be cleaned, free from lint and dust. Special care needs to be taken to not damage the connections as this may result in a leak you would be responsible for. (If provided)

Garage:

- ❖ Floor needs to be swept clean.
- ❖ Any pooled oil or stains needs to be cleaned using products that will not damage or further stain the floor.

Trash:

- ❖ All trash must be removed from the entire house.
- ❖ Trash containers are to be left empty and secured inside the garage or back yard.
- ❖ Take special care to remove all trash/personal belongings from under cabinets, fridge, drawers, and closets.

Exterior:

- ❖ Front, back and side yards should be free of weeds, pet waste and debris.
- ❖ All grass should be mowed and any low bushes and trees should be trimmed.
- ❖ Sidewalks, patios and driveways should be swept clean and clear of any oil stains and debris.
- ❖ There should not be any exposed weed barrier and rocks / gravel should be spread evenly across the yard.

Miscellaneous:

- ❖ Air filters need to be replaced for HVAC units
- ❖ Smoke Detectors need to be in working order with fresh batteries.
- ❖ Fire Extinguisher must remain in the property and must be updated (if provided).