



Move-Out Guide

AND TENANT CHECKLIST

RELIANT PROPERTY MANAGEMENT

2077 N. Zaragoza, A105

El Paso, TX, 79938

—
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We understand moving can be busy, so we've put together this simple guide to help you through the process. Following these steps will help ensure a smooth move-out and avoid unnecessary deductions from your security deposit.

This checklist, along with your move-in inspection report and any maintenance records from your tenancy, will be used to complete your final inspection.

IMPORTANT NOTICE REQUIREMENTS FROM YOUR LEASE

Paragraph 4. Automatic Renewal and Notice

Please review your lease for required notice terms. Written notice is required—verbal notice is not accepted.

If your move-out date is outside your lease term, your lease will continue on a month-to-month basis. A \$200 month-to-month fee will apply. If your move-out date falls in the middle of a month and an exception is approved for prorated rent, the lease will still convert to month-to-month and the \$200 fee will still apply.

Paragraph 15. Move In Condition

We use your move-in documentation (inspection report and/or condition form) as the baseline for your move-out inspection. If no move-in documentation was provided, the home is assumed to have been delivered in good condition. Submitting a move-in inspection or condition report does not relieve the tenant of the responsibility to return the property in clean, sanitary, and acceptable condition at move-out, consistent with lease requirements and normal wear and tear standards. All deposit decisions are based on the actual condition of the home at move-out and the terms of your lease. Deposits are not automatic refunds.

Paragraph 28. Military Clause

The military clause does not allow for automatic lease termination. Proper written notice and documentation are required. Rent continues through 30 days after the next rent due date following a qualifying duty change or deployment. This does not apply to separation from service. Standard notice rules still apply.

Written Notice

Any changes to your move-out notice, including but not limited to a change of move-out date, cancellation of notice, or updates to your forwarding address,

must be submitted in writing and sent to reliant@reliantep.com. Verbal updates or informal communications will not be accepted as official notice.

MOVE OUT PROCESS

We understand the final weeks before your move can be hectic, but we ask that you pay attention to the following important details:

Keys & Access

Return all keys, garage remotes, and any other access devices to 2077 N Zaragoza Ste A105, El Paso, TX 79938. Do not leave keys inside the home. Your move-out is not considered complete until all keys have been properly returned, and rent and any applicable fees will continue until this requirement is met. Once keys are surrendered, re-entry to the property will not be permitted unless approved by management. Any items left behind may be considered abandoned and removed in accordance with the lease.

Forwarding Address

Please ensure you've provided a forwarding address. Security deposits are typically processed and mailed to the forwarding address provided at move-out, usually within about 30 days after all move-out requirements have been met. Please note that tenants remain responsible for all rent due, and the security deposit may not be used toward rent.

Security Deposit Timeline

Please provide a forwarding address prior to move-out, as it is required for processing your security deposit. Deposits are typically mailed within about 30 days after all move-out requirements are completed. If no forwarding address is provided, the deposit will be sent to the tenant's address on file, and Reliant Property Management is not responsible for delivery or forwarding errors. Security deposits (less any deductions) will only be issued after all requirements are met, and may not be applied toward rent.

Utilities

Keep all utilities active in your name for at least 3 days after your scheduled move-out date to allow for the final inspection to be completed. At move-out, turn off electric breakers and schedule utility cancellations to take effect approximately 3 days after your vacate date.

Inspection

Inspections are carried out after tenants entirely vacate the property. Tenants

do not need to be present, as the inspector is only recording the current condition and cannot provide pricing.

CLEANING EXPECTATIONS

To help ensure a smooth move-out and support the return of your security deposit, the home must be thoroughly cleaned upon vacating. You may hire a cleaning company of your choice and provide them with our cleaning checklist, or you may use our in-house cleaning service.

Using our in-house cleaning service helps ensure the home is cleaned to our standards and reduces the risk of cleaning-related deductions from your deposit. As a tenant, the pricing is competitive compared to most outside cleaning providers.

Please review the checklist below for detailed cleaning expectations.

Kitchen

- Exhaust fans and vent covers must be clean and in working condition
- Washable filters can be cleaned in the dishwasher & range hood
- Clean kitchen cabinets, shelves, and countertops both inside and out
- The refrigerator/freezer should be thoroughly cleaned inside and out, including pulling it out to remove dust and dirt from the back, sides, floor, and surrounding walls.
- Leave the refrigerator/freezer running; do not disconnect it
- Clean both inside and outside of the dishwasher, paying special attention to the inside rim of the door
- Wipe down all sinks and faucets until clean
- Ensure garbage disposals are clear and functional.
- Wash kitchen walls and floors, ensuring they are free from stains, dust, dirt, and grease
- The grill/vent at the bottom front of the refrigerator must also be cleaned

Bathrooms

- Clean floors and walls, paying attention to grout and caulking
- Clean and disinfect sinks, toilets, showers, and tubs
- Remove soap scum and cleanser residue
- Clean medicine cabinets, vanities, and drawers

All Rooms

- Restore any alterations made to the property to its original condition (unless

agreed in writing otherwise)

- Mop non-carpeted floors
- Wash windows, screens, and windowsills/tracks, inside and out
- Clean window treatments (curtains, shades, blinds)
- Wipe down sliding glass doors and door tracks
- Clean walls, ceilings, stationary items mounted to the walls, and closet interiors
- Dust and clean woodwork, moldings, doors, baseboards, and trim
- Clean electrical outlets and switch plate covers
- Dust light fixtures, ceiling fans, air returns, vents, and exhaust fan covers
- Replace any missing or burned out light bulbs
- Check and replace smoke detector, carbon monoxide detector, and thermostat batteries if needed
- Ensure water filter on fridge does not need replaced
- Clean inside and out of all appliances
- Clean inside and out of all cabinetry, shelves, and drawers
- Clean any stationary mirrors

Grounds

- Remove all trash, yard debris, and personal items from the property
- Arrange for bulk item pickup (if not scheduled for regular pickup day)
- Clean flower and shrub beds
- Remove weeds, leaves, and debris from flower beds
- Cut grass and remove debris
- Clear rock landscaping of grass or weeds
- Sweep walkways, driveways, patios, and porches
- Remove new oil stains from the garage and/or driveway
- Remove animal waste
- Fill holes in the lawn with soil
- Ensure trash containers are clean
- Turf must be cleaned and disinfected of any pet waste
- Rock walls and home exterior walls//pillars must be free of any pet urine

Carpeting

The Owner/Agent reserves the right to re-clean carpets if deemed necessary. Carpets must be professionally cleaned. If pets are present, a pet enzyme must be applied.

If carpet damage occurs due to a pet (stains and odors), the cost to address the damage (cleaning/repairing) will be charged to the security deposit.

If the carpet is torn, shredded beyond repair , or if stains and odors cannot be

removed, the tenant may be charged for replacement.

INSPECTION AND DEDUCTIONS

When you move out, Reliant Property Management will complete a thorough inspection to assess the condition of the home. Be proactive about maintaining the condition of the property during your tenancy to help avoid charges. Keep any receipts or records in case there are questions about cleaning or repairs.

The information provided is approximate and subject to change, and additional charges may apply based on the final inspection. Final deductions from your security deposit will be based on the actual condition of the property and the real costs incurred by the property owner or contracted service providers. The costs below are estimates and may change based on actual invoices, and this guide is solely intended to ensure a smooth move-out process.

COMMON CHARGES

Materials	Cost		
Bathroom Faucet	\$75.00	Horizontal Vinyl Blinds-Window .. \$75.00	
Bathtub Stopper	\$20.00	Interior Panel Door	\$250.00
Batteries	\$10.00	Kitchen Faucet	\$150.00
Cabinet Door Repair	\$50.00	Landscaping	\$350.00
Cabinet Doors	\$200.00	Lock Door Set	\$150.00
Cabinet Knob	\$10.00	Passage Doorknob/No Lock	\$50.00
Ceiling Fan/Light Pull Chain	\$15.00	Sink Stopper	\$20.00
Closet Sliding Door	\$400.00	Sliding Closet Door Repair	\$50.00
Debris Removal	\$150.00	Sliding Closet Door Roller	\$19.98
Door Cabinet Handles	\$20.00	Smoke/CO Detector	\$60.00
Door Hinge Stopper	\$20.00	Standard Light Bulb	\$10.00
Door Seal Vinyl Weatherstrip	\$50.00	Switch & Outlet Covers	\$15.00
Doorstop	\$15.00	Toilet	\$225.00
Door Strike Plate	\$30.00	Toilet Paper Holder	\$50.00
Door Threshold	\$75.00	Toilet Seat	\$50.00
Drawer Pull	\$20.00	Towel Bar	\$40.00
Drawers	\$250.00	Towel Ring	\$30.00
Drywall Repair	\$75.00	Trim- Cabinet/Door/Baseboard ...	\$75.00
Garbage Disposal	\$225.00	Verticalc Blinds	\$150.00
General Cleaning	\$400.00	Wall Protector Doorstop	\$15.00
Horizontal Vinyl Blinds-Door	\$85.00		

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If carpet damage occurs due to a pet (stains and odors), the cost to address the damage (cleaning/repairing) will be charged to the security deposit.

If the carpet is torn, shredded, or if stains and odors cannot be removed, the tenant will be charged the depreciated replacement pricing.

Overages

Any charges exceeding the amount held in the security deposit must be paid by the tenant within 10 days of receiving the invoice from management. Should a tenant not contact management to pay in full or make a payment arrangement, the delinquent amount will be sent to a collection agency without notice.

CONTACT US

Questions? We're here to help: reliant@reliantep.com

Thank you for your cooperation, and for renting with Reliant Property Management.