

1st Choice  
Property  
Management  
Move out Package

Dear FCPM Resident,

This letter will confirm the receipt of your move out notice. As per your lease, we will begin showing the property immediately for a move in on the first day after your property is vacated. The property manager will contact you or leave you a message to walk the property, place a sign in the yard and a key box on the door for showings. Please provide updated contact information as they will attempt to first contact you prior to any scheduled showings. If you would like to reconsider your notice please contact our office at 817-281-1300.

The enclosed cleaning instructions should be followed carefully to insure a full deposit itemization. As per your lease, **you must surrender keys/remotes** to our office at 5750 Rufe Snow Dr #160 N. Richland Hills Tx 76180 no later than **12 NOON** on the last day of your lease or lease extension. Once keys are surrendered to our office, the move out inspection will be performed by the property manager and they will contact you with any questions or concerns. Your deposit itemization will be returned within 30 days from the day you surrender the property. **We recommend using the professional cleaning service and carpet cleaning service FCPM uses to ensure the property is properly returned to the owner.** You may however use any company you like, a copy of the invoice will be required to be turned in to FCPM. Written invoices will not be accepted. Not following these procedures will result in a cleaning deduction from your deposit.

**If you need any cleaning services below, here are some referrals to call and schedule prior to surrendering the property to FCPM:**

Please contact your property manager to have the interior cleaning performed by our cleaner if you do not want to or have time prior to your move out. - 817-281-1300

Whirlwind Carpet Cleaning - 817-845-0657

JAK Carpet Cleaning - 817-225-8797

SMK Lawns and Property Rescue - 817-891-1173

General Repairs      J&T Companies - Rob 817-538-2517  
Leonardo of Texas - Andres 817-938-7008

It has been a pleasure having you as our residents at FCPM. If you have any questions don't hesitate to call us.

Sincerely,

1st Choice Property Management (FCPM)

**IN ANTICIPATION TO YOUR MOVE-OUT PLEASE  
PLEASE COMPLY WITH THE INSTRUCTIONS BELOW**

If there is a yard, be sure it's been mowed, trimmed and watered prior to move-out. Lawn care must be maintained and utilities must be left on until the last day of the lease, even if you move out before the end of the lease date. If there are pets on the property, please have them restrained or kenneled to allow property showings. Please continue to change a/c filters once monthly as stated in your lease. **Any items/trash left at curb or in trash containers at time of move out inspection will be removed at your expense.**

**According to Paragraph 14 of your lease, if the Landlord or Landlord's agent have notified Tenant of their intent to access the Property to show it to prospects and are denied or able to access the Property because of Tenant's failure to make the Property accessible, Landlord may charge a trip charge in the amount stated in your lease.**

We will refer to your move in condition inspection for existing damages. Be sure that the property is returned in as good or better condition than at move in. Any damage above normal wear and tear can be itemized from your security deposit.

Make sure to give the Post Office a change of address form at least 3 weeks before you move out, so that your mail will be sent to your new address.

FCPM appreciates your fine tenancy and would be happy to help you in the future with your housing needs. Your deposit will be promptly mailed to the address you have provided to us within 30 days of your move out. All deposits will be mailed to the old address if no new address was given to FCPM before moving out. If you have any questions, please call our office. Thank you again for your tenancy with FCPM.

**If you need any of the services below, here are some referrals to call and schedule prior to surrendering the property to FCPM.**

**Whirlwind Carpet and Complete House Cleaning - 817-845-0657**

**SMK Lawn and Property Rescue - 817-891-1173**

**General Repairs            J&T Companies - Rob 817-538-2517**  
**Leonardo of Texas - Andres 817-938-7008**

**You may ask for an estimated price!**

FCPM property managers will follow up with these contractors if their work is not satisfactory at no charge to you for work guaranteed.

### **Please Use These Guidelines While Preparing The Rental For Inspection**

- \_\_\_ Unit must be completely free of trash and all dust including closets, baseboards and cabinets.
- \_\_\_ Clean all cobwebs.
- \_\_\_ Clean all windows, window sills.
- \_\_\_ All door jambs (door frames) must be in excellent working order; no signs of physical abuse.
- \_\_\_ Check all doors to see if they open/close properly.
- \_\_\_ All window coverings must be straightened, washed, cleaned and dusted.
- \_\_\_ All bulbs must be in working order (60 watt for standard) Can lights require special bulbs.
- \_\_\_ All light fixtures including ceiling fans must be cleaned, including fan blades.
- \_\_\_ All bathrooms and kitchen caulking must be checked for dirt and mildew.
- \_\_\_ Unit must be vacuumed especially between carpet & baseboard and **All** stains must be removed from carpet.
- \_\_\_ All baseboards must be cleaned and dust free; be sure they have not been scuffed or paint scraped off.
- \_\_\_ All doorstops must be in working order, replace if broken, missing or bent.
- \_\_\_ Check all switch plates, must be cleaned or replaced if broken or missing.
- \_\_\_ Check all patios, balconies and storage closets, must be cleaned and swept.
- \_\_\_ Make sure all paint looks good - check all walls, cabinets (inside and out) **MAJOR MARKS, LARGE NAIL HOLES.**
- \_\_\_ Check to make sure all painting is cleaned up- no buckets of paint, no paint in sinks-clogged.
- \_\_\_ Check all boards under sinks - report leaks if any.
- \_\_\_ Check all tubs and sinks for chips or rust- replace or inform office.
- \_\_\_ Appliances must be thoroughly cleaned, washed and sanitized including drip pans and knobs. (Use proper cleaning chemicals for special surfaces).
- \_\_\_ All drawers must be in working order - operating properly.
- \_\_\_ All cabinet and drawer knobs must be in working order - not loose, broken or missing.
- \_\_\_ Check all appliances included with the property for function and damage - report to office if something is broken or not working. (Refrigerator, dishwasher, washer, dryer, microwave, oven, disposal.
- \_\_\_ Check bathroom sinks and tub, make sure they have stoppers and they drain properly.
- \_\_\_ Check commode and see if it flushes properly.
- \_\_\_ Check shower head and see if it operates properly.
- \_\_\_ Check lawn to see if it's mowed.
- \_\_\_ Check bushes, trees, garden must be trimmed nicely away from unit.
- \_\_\_ Check light outside lighting and fixtures for proper operation and not broken.
- \_\_\_ Be sure there is no trash on in front of yard or on porch.
- \_\_\_ Check all soffits to make sure they are not rotted, holes in them, damaged in anyway.

