HomeLab Property Management
17806 IH-10, Suite 300 · San Antonio, TX 78257
210-361-9511 · Team@HomeLabPM.com

HOMELAB PROPERTY MANAGEMENT · RESIDENT RESOURCES

Move-Out Instructions

The exact standard your home is inspected against after you move out, so you can leave with your full deposit. The signed version is part of every lease.

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Our goal is to return 100 percent of your security deposit. The home was professionally cleaned, with carpets professionally cleaned, before you moved in, and it is expected back in the same clean condition. Everything below is what the post-move-out inspection checks. Normal wear and tear is never charged to you.

01 BEFORE YOUR LAST WEEK

- Give written notice through your Resident Portal (Request Move Out) within the notice period in your lease, and confirm the exact date the home will be completely empty. We market the home as available on that date.
- Provide a valid forwarding address and your payout details in the portal. Texas law lets us hold your deposit accounting until we have a forwarding address, so this one line item starts the clock.
- Expect a pre-move-out inspection in the last weeks of your lease. It is your preview of the standard below and your chance to fix items before they become deductions.
- Book your professional vendors (cleaning, carpet, pressure washing) at least two weeks out. Good vendors fill up at month end.
- Keep every utility on for two business days after your move-out date so the inspection can be completed. Early disconnection is a chargeable miss.
- Set the thermostat before you leave using the 76/65 rule: 76 degrees in summer, 65 degrees in winter. The winter setting protects the pipes.
- Keep renters insurance active through the last day of the lease.

02 NON-NEGOTIABLES: PAID INVOICES DUE BEFORE MOVE-OUT

These items are strict conditions of a proper surrender. Where a paid invoice is required, send it to Team@HomeLabPM.com or 210-361-9511 before your move-out date; the item is not complete until we have the invoice.

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- ☐ Carpet (every home with carpet): all carpeted surfaces, including stairs and closets, professionally cleaned, deodorized, and sanitized. Rented machines and self-cleaning do not qualify. Paid invoice required.
- ☐ Professional move-out clean: a detailed professional move-out cleaning of the entire home. Paid invoice required.
- ☐ Re-clean rule: if the inspection finds any cleaning miss, large or small (tops of closet shelves, baseboards, blinds, window tracks, garage, ceiling fans, vent covers, behind appliances), a second professional cleaning is scheduled and charged to your deposit.
- ☐ Landscape (high priority): no weeds in beds, grass freshly cut, edged, and blown, hedges trimmed, beds free of leaves and debris. The yard is inspected to the same standard as the interior.
- ☐ Driveways and garage floors: oil or any other vehicle stains professionally pressure washed. Paid invoice required.
- ☐ Filters, all new: heating and air conditioning filters, refrigerator water filter, and any sink or under-sink filtration. Keep the receipts with your move-out documents.
- ☐ Water softener, if equipped: salt tank full.
- ☐ Pests: no wasp nests anywhere on the property, including eaves, porches, garage, fences, mailbox, play structures, and outbuildings.
- ☐ Pet homes: if any animal lived in the home, professional flea and parasite treatment (minimum $250) applies under the Pet Policy. Keep and submit the paid invoice.

03 KITCHEN

- ☐ Exhaust fans and vent covers working and free of dust and grease (filters can go through the dishwasher)
- ☐ Cabinets, shelves, drawers, and countertops washed inside and out, all shelf liners removed
- ☐ Refrigerator cleaned inside and out, pulled from its opening, and the floor, walls, and sides behind it cleaned; leave it running
- ☐ Stove, oven, cooktop, and microwave cleaned inside and out, including underneath and around; run the self-clean cycle if available; no steel wool on appliances
- ☐ Dishwasher and trash compactor cleaned inside and out, including the inside lip of the door
- ☐ Sinks, faucets, and garbage disposal washed and wiped clean
- ☐ Walls and floors washed and free of stains, dust, and grease

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04 BATHROOMS

- ☐ Floors and walls cleaned, with attention to grout, caulk lines, and edges
- ☐ Tubs, showers, sinks, and toilets cleaned, disinfected, and free of soap scum and cleaner residue
- ☐ Medicine cabinets, vanities, and drawers cleaned inside and out, shelf liners removed
- ☐ Mirrors wiped clean

05 EVERY ROOM

- ☐ Any alteration you made, including paint, restored to original unless we agreed otherwise in writing
- ☐ Hard floors free of stains, dust, and debris, and mopped
- ☐ Windows, screens, and sills washed
- ☐ Provided window treatments (curtains, rods, shades, blinds) cleaned and working
- ☐ Sliding glass doors wiped and tracks cleaned
- ☐ Walls, ceilings, and closet interiors free of smudges, grease, and food stains (a mild cleaner such as Soft Scrub removes black marks)
- ☐ Woodwork, moldings, doors, baseboards, and trim free of dust and dirt
- ☐ Outlets and switch plates undamaged and clean
- ☐ All bulbs working, matching in color temperature throughout, and fixtures cleaned inside and out
- ☐ Smoke and carbon monoxide alarms working with fresh batteries where applicable
- ☐ Laundry and utility rooms clean; damaged dryer connections replaced
- ☐ Washer and dryer, if present, cleaned inside and out, pulled out, and the area behind them cleaned
- ☐ Supply and return vents free of dust; new filters installed (see Section 02)
- ☐ Fireplaces broom-swept and free of ash and debris; smoke staining on exterior brick or stone cleaned
- ☐ Chimneys professionally cleaned, with the invoice provided

06 GROUNDS

- ☐ All trash, yard debris, and personal items removed; arrange a bulk pickup ahead of time if collection does not fall on your move-out day (a small amount of bagged trash may be left at the curb)

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- ☐ Flower and shrub beds free of weeds, leaves, and debris; leaves are not mulch; install fresh mulch as needed to restore the original look
- ☐ Shrubs neatly trimmed
- ☐ Grass cut, edged, and free of debris
- ☐ Walkways, patios, and porches swept and free of weeds
- ☐ Oil and other stains on the driveway and garage floor professionally pressure washed (see Section 02)
- ☐ Garage floor swept clean
- ☐ All animal waste removed from the entire property
- ☐ Holes in the lawn filled with soil

07 KEYS AND SURRENDER

On move-out day, return every key, garage remote, fob, mailbox key, and access card to our office, or to the spot we agree on in advance. When you are completely finished, lock the front door behind you and let us know by email or phone (Team@HomeLabPM.com or 210-361-9511) that you have surrendered the home. Once surrendered, the home cannot be re-entered for any reason, so do a final sweep of closets, the attic, the garage, and the yard first. Unreturned keys are charged per the Resident Fee Outline.

08 YOUR SECURITY DEPOSIT

Texas Property Code Section 92.103 gives us 30 days after surrender to refund your deposit and send an itemized accounting of any deductions. Under Section 92.107 that obligation starts once you have provided a forwarding address. Two things start the clock: (1) you surrender the home by returning keys, and (2) we have your forwarding address.

The inspection is documented with photos against your move-in condition report. Deductions are based on the actual cost of the cleaning or repairs from the vendors who do the work, and receipts are available on request. Normal wear and tear is never deducted (Section 92.104). We ask that you let the 30-day process run rather than requesting a preview of deductions; the itemized statement is the complete answer and arrives within the legal window.

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09 IF WORK IS LEFT UNDONE

All cleaning, yard work, and repairs must be finished on or before your move-out date. Anything left undone is completed for you at your expense, plus the fees below from the Resident Fee Outline:

Fee	Amount	When it applies
Make-Ready Coordination Fee	$100	Charged in addition to the actual vendor cost whenever we have to arrange cleaning, lawn, carpet, or repair work you did not complete
Move-Out Property Report	$150	Charged only when the home is not left in make-ready condition; pays for the documented condition report
Failure to Return Keys	$175	Per the Resident Fee Outline

The post-move-out inspection is performed by HomeLab or a designated representative after surrender and is not scheduled with you. Need a vendor? We keep a list of professional cleaners, carpet companies, and landscapers we can refer; just ask.

NEXT STEP Questions about any item on this list, or want to confirm your move-out date and forwarding address? Team@HomeLabPM.com or 210-361-9511. The signed Move-Out Instructions in your lease packet are the controlling document.