



Your Move Out is almost here. Please see below for some helpful suggestions.

WALK THROUGH If you would like to do a walk through JackFerg Properties can work with you to schedule. If you would like to schedule a time you can text (972) 523-2987 to set up a time. We will only do 1 walk through per property. There is a limited amount of time spots so please do not delay and booking your time.

KEYS All keys MUST be turned in to the OFFICE by 5pm on the last day of your lease.

- Do not leave the keys on the counter in the house.
- Do not lock the tenant one sided dead bolts in the house & then leave out the garage.
- If you are turning your keys into our office after hours please put them in an envelope and include your name, the address you are renting, your phone number, & your forwarding address.
- If you are having your carpet cleaned (if applicable) your receipt needs to be included with your keys.

CLEANING Everything in the unit must be cleaned. Cleaning check list included (view Cleaning Instructions and Move out Letter)

CARPET CLEANING The carpet must be professionally cleaned.

YARD The yard (front, back, and alley) must be free of all dog poop and trash.

PAINTING/PATCHES Do not attempt to touch up the paint. If a wall has multiple holes/nail holes and needs to be touched up you need to roll out the entire wall. Do not put globs of mud/filler in holes- if this is done we will have to retexture and paint the entire wall & you will be charged \$200/wall. If you try to touch up paint the spots it will be polka dotted and you will be charged to paint the entire wall \$100.

AIR FILTER Be sure to replace your air filter the day you move out. Or if you have a window unit you will need to clean the filter the day of move out.

DAMAGE CHARGES Attached to this letter is our damaged pricing list. The charges listed include what it would cost to get someone to go out and do the repair as well as the materials to do the repair. If you do not want to be charged for any of the items please make sure they are taken care of before move out.