GOLDEN KEY
REAL ESTATE & INVESTMENTS

Golden Key Property Management Group
Move-Out Notice Packet

Dear **Resident(s),**

We hope this message finds you well. We know moving can be burdensome and wanted to reach out and alleviate any misunderstandings. We appreciate your stay and cooperation during your tenancy. As we approach the end of your lease, there are important steps and procedures we need to address to ensure a smooth transition.

Please submit your official move-out notice through the tenant portal.

Subject: "Move-Out Notice."

Please then attach the following documents filled out completely and signed to your Move-out Notice.

- Acknowledgement- of Preparing For a 30 Day Notice. (This Packet)
- Notice of Tenant's Intent To Vacate (TXR-2218) document attached to this packet.
- Move-Out Agreement Checklist
- Move-Out Charges Checklist

Please read this acknowledgement completely to be sure you understand how our move-out process works, it will be a smooth process as long as you read and sign all documents.

Utilities Recommendation: Please be aware that it is essential for all utilities to remain active for at least 3-5 business days past the end date of your lease (or the day you turn in your keys). This is crucial to facilitate the final move-out inspection of the property. Keeping utilities on will allow us to thoroughly assess the property's condition and process your security deposit refund efficiently.

Inspection Schedule: The final move-out inspection will be scheduled and completed by our inspector within 3-5 business days after you have vacated. Please ensure you have removed all items from the property prior to turning in your keys. Read our Move-out Charges Checklist to better assist you in understanding what you could potentially be responsible for and charged for.

If you would like to request an inspection prior to turning over the property to confirm any outstanding issues you may do so by requesting it through your Tenant Portal - **Subject: Pre-Inspection Request**. The request for a pre-inspection **must be made 10 days prior** to the end of the month and must be scheduled for a day after everything has been fully removed and all occupants have vacated the property. **Pre-inspections are subject to a $50 charge and must be paid prior to your pre-inspection date.** We do recommend scheduling it for at least 3 business days prior to your lease term ending date if you want to make sure you have time to make necessary repairs/cleaning noted at the pre-final inspection. Tenants must be present for the pre-final inspection. If there is an item that needs attention we recommend you contact one of our preferred vendors to ensure the job is completed to the property owner's satisfaction.

Security Deposit Refund: Your security deposit refund will be processed and issued within 30 days of your lease termination, subject to the property's condition post-inspection. We strive to return your deposit promptly, and any deductions, if applicable, will be fully itemized, again you

may find these potential charges on our Move-out Charges Checklist, however, keep in mind we have no control on what third party vendors charge. Please note there is a $25 admin charge if any repairs and/or cleaning is necessary. Our goal is to refund your deposit in full so please follow all move out procedures on the move-out charge checklist.

To help facilitate the swift return of your deposit please make sure that you have provided us your forwarding address. The landlord is not obligated to return a tenant's security deposit or give the tenant a written description of damages and charges until the tenant gives the landlord a written statement of the tenant's forwarding address for the purpose of refunding the security deposit.

Move-Out Procedures: It is important to follow the move-out procedures as outlined in this packet and the move-out charge checklist. This includes guidelines on property cleaning, repairs, key return, and other necessary steps to ensure the property is left in good condition. Adhering to these procedures will assist in a full and timely return of your security deposit. Please keep in mind if you have repairs and/or lost keys, remotes etc. it will save you a lot of money if you request our help in facilitating those repairs and replacements 20-25 days prior to your move out as many of those costs significantly increase with emergency or expedited requests for a tenant turnover. If you need any help or have any questions please reach out immediately.

Move out date/time: Please reference your lease for your lease termination date. Tenants must fully vacate the property on their scheduled move-out date.You must notify our office asap if you need to cancel your move-out notice or if you need more time, keep in mind that you will be charged a daily pro-rate for each day you need more time for. However, any time you are in possession of the property past your move-out date notice (without notifying us of this) this is considered a holdover. The charge for rent for any holdover period will be three (3) times the monthly rent, calculated on a daily basis, and will be immediately due and payable daily without notice or demand. We have already set up vendors to complete work for turnover and might even have a tenant with a move in date within a short period of time between your lease termination. Keep in mind any shift of a future tenant's move in date and necessary housing costs, due to the rescheduling of a vendor to prepare the property is a cost that you may be liable for if you have not vacated the property on time.

Recommendations:To Do Prior To Your Move-Out: *If applicable*

- Have a/c serviced if you have pets (submit invoice for brownie points).
- Carpet cleaning if you have carpet (submit invoice for brownie points).
- Get lawn serviced (remove weeds, clean backyard/patio).
- Leave a new a/c filter by ac vent, (with old filter still installed).
- Leave a clean lint filter on the dryer.

- Remove all items from your property (nothing should remain, no shower curtains or rods, curtain rods, door matts, furniture, remove it all from the property or you will be charged. We don't need it and neither will the next occupant).
- Clean your unit including (most missed places): behind appliances, stove range hood, blinds, window seals, ceiling fans, walls, pantry and cabinets, kitchen appliances, oven and microwave, laundry room (behind washer and dryers), unclog drains, doors, windows, light fixtures, garage, backyard (patio), front door, shower doors, mirrors, closets etc. remember if you didn't turn in your inventory and condition report it is assumed the unit was in perfect condition and you could be charged for a cleaning if the unit/home needs to be cleaned for the next occupant.

Additional Information: For further clarity and answers to frequently asked questions, we have attached the necessary documents to proceed. Please review this carefully as it contains valuable information to assist you in the move-out process and may even assist you in receiving your full security deposit refund back.

We thank you for being a valued tenant and for your attention to these details. If you have any questions or require assistance, please feel free to contact us.

By signing below, you confirm that you have received and understood the move-out procedures.

_____ _____

Tenant(s) Signature

Date: _____

Golden Key Real Estate & Investments, LLC
4129 N 22nd St Ste 1
McAllen, TX 78504
(956)800-9490
info@goldenkeyrgv.com

NOTICE OF TENANT'S INTENT TO VACATE

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS®, INC. IS NOT AUTHORIZED.
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To: _____ (Landlord)

From: _____ (Tenant)

Re: Lease concerning the Property at _____
_____

☐ **A. Tenant's Notice of Intent to Vacate:** The above-referenced lease ends on _____ *(date)*. Tenant will vacate the property on _____ (Move-out Date).

☐ **B. Tenant's Notice of Intent to Terminate Early Under Paragraph 28 of the Lease:** Tenant is exercising Tenant's rights under the following subparagraph of Paragraph 28: ☐ Military Transfer/Deployment; ☐ Family Violence; ☐ Sexual Offenses or Stalking; or ☐ Assignment and Subletting. Tenant has attached all necessary notices and documentation required under the applicable subparagraph.

MOVE-OUT REMINDERS

1. Return all keys, garage door openers, mailbox keys, and other access devices to the Landlord by the Move-out Date.
2. Provide written notice of Tenant's forwarding address. If known at this time, please provide below.

_____
Street City State Zip

3. Leave the Property in a clean condition, free of all trash, debris, and any personal property.
4. If Tenant's Move-out Date changes, Tenant must notify Landlord immediately and obtain Landlord's approval.
5. Tenant must comply with any other Landlord Move-out requirements.
6. If Tenant fails to vacate by the Move-out Date, Tenant will be liable for any holdover rent as specified in Paragraph 22 of the Lease.
7. Landlord's right to place a sign on the Property, show the Property, or place a keybox on the Property applies pursuant to Paragraph 14 of the Lease.

Tenant acknowledges that Tenant remains obligated under the Lease until the Lease is terminated.

_____
Tenant Date

Landlord's Acknowledgment of Receipt

Landlord acknowledges receipt of this notice.

_____
Signature Date

Golden Key Real Estate & Investments, LLC, 4129 N 22nd St Ste 1 McAllen TX 78504 Phone: 9568009490 Fax: FORMS GK 2025
Jovanna Saenz Produced with Lone Wolf Transactions (zipForm Edition) 231 Shearson Cr. Cambridge, Ontario, Canada N1T 1J5 www.lwolf.com

Golden Key Property Management Group
Move-Out Notice Packet

MOVE-OUT AGREEMENT

To: Golden Key Real Estate & Investments, LLC
Ref: 30 Day Notice to Vacate Property
Date of Notice:_____ Lease End Date:_____
Official Move-out Date:_____
Property Address:_____

1. It is my responsibility to submit the fully executed move-out packet with my 30-Day Notice, or I can submit the completed and signed move-out packet as my 30-day notice.
2. I understand that I must still fulfill the original terms of my lease. If I fail to do so, I will lose my security deposit and be responsible for any additional costs. My security deposit cannot be used as my last month's rent. If I do not pay my last month's rent or any charges that exceed my security deposit refund, my account will be sent to collections.
3. I am responsible for returning all keys, garage door openers, and mailbox keys by the move-out date I stated on this form. Failure to do so will result in a holdover fee as mentioned in my lease. The property manager is not obligated to remind me about returning my keys.
4. I understand that it is recommended that I leave utilities (Water & Electricity) on for at least 3-5 business days after vacating so that the property may be adequately inspected.
5. I understand that it is my responsibility to turn off all automatic online payments from my tenant portal account or I will be charged a $25.00 processing fee for any payments the property manager must return to me.
6. I understand my refund and disposition letter will be mailed to the address provided. If, for any reason, the property management company has to reissue my refund check, I understand that there will be a $45 processing fee and that it may take up to 10 business days to process.
7. I understand I will receive notice of my security deposit refund and disposition letter within 30 days after my official move-out date.
8. The forwarding address I request the Property Manager to send my refund to will be: _____
9. My Security Deposit refund will be made out to the following person: _____ *(This person must have been on the lease)*.

_____
Tenant Signature(s) and Date

_____
Tenant Signature(s) and Date

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Move-Out Charges

This is a list of the most common charges encountered when tenants move out and leave the premises in need of repair.
Prices may vary and are subject to change without notice due to material price increases.

- **General Cleaning starts at:**

$85 (1bd) - $125 (2bd) - $165 (3bd+)

(sweeping, mopping, dusting, vacuuming, wiping of surfaces in kitchen and bathroom, wiping mirrors, inside windows, and glass).

- **Deep Cleaning starts at:**

$135 (1bd) - $175 (2bd) - $225 (3bd+)

(General Cleaning plus: Inside and outside windows, wall washing, air vents, refrigerators, stove/oven, range hood, microwaves, floor scrubbing, cabinet cleaning, shower, bath tub scrubbing, toilet scrubbing, interior and exterior door cleaning).

- **$100 - $200:** Removal of trash, junk, food, or anything left inside or outside of the home/unit.
- **$150:** Re-key - when keys are not returned.
- **$25:** Install New A/C Filter (Missing or Dirty).*not charged for those who leave a new filter.*
- **$45:** To unclog each drain.
- **$65:** To unclog each toilet.
- **$50:** Replace each broken toilet kit.
- **$65:** Replace each Toilet Seat - damaged, broken or missing.
- **$20:** Tighten each Loose Toilet Seat.
- **$25:** Replace each missing/broken door stopper.
- **$55:** Replace each missing/broken smoke detector/alarms/ and or carbon monoxide detectors.
- **$40:** Replace each broken door chain.
- **$100:** Replace/Repair each broken door knob or locks.
- **$25:** Replacement of each broken, damaged or missing stove drip pans.
- **$20:** Replace each broken outlet.
- **$30:** Replace each broken light switch.
- **$20**: Replacement of each standard light bulb.
- **$40:** Repair/Replacement of towel holder.
- **$80:** Repair/Replacement of each door's weatherstripping.

Price/Charged As Billed:

- Replacement of special order blinds (specialized).
- Replacement/Repair of broken light fixtures.
- Replacement of ceiling fans or light covers.
- Replacement of broken LED light bulbs.
- Replacement of shower heads.
- Repair/Replacement of kitchen/bathroom faucets or faucet handles.
- Repair/Replacement of broken doors.
- Repair/Replacement of broken windows.
- Repair/Replacement of cabinets.
- Repaired/Replacement of broken/damaged items caused by tenant, (not listed on list).
- Replacement of garage remote.
- Fumigation for fleas/roaches - charged as billed.
- Air Condition: Cleaning of coil - charged as billed.
- Tape & Float Repair with paint - charged as billed.

Tenants are responsible for ensuring that the property is returned in the same condition as it was at the start of the lease, minus normal wear and tear. In the event that any cleaning and/or repairs are deemed necessary beyond what is considered normal wear and tear, an **Administrative fee of $25 will be charged** to the tenant to cover the costs associated with arranging and overseeing these services.

I understand that I may be responsible for charges incurred to replace or repair any of the listed items.

_____
Tenant Signature(s) & Date

_____
Tenant Signature(s) & Date