



TEXAS ASSOCIATION OF REALTORS®
NOTICE OF TENANT'S INTENT TO VACATE

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To: Success Realty (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
Success Realty



## Move-Out Checklist

In an effort to help you keep all of your deposit and reduce the amount of things we may have to rectify after you leave the property, we have prepared this move-out checklist. We hope this helps makes your upcoming move easier.

- Steam clean all carpets
- Clean walls, doors, trim, and window ledges
- Remove all trash, debris, and miscellaneous items
- Clean out all cabinets and vacuum drawers and shelves of debris
- Clean refrigerator and freezer, please leave doors open for venting
- Clean ceiling fans, light fixtures, door knobs, light switches, vents/registers, and anything sticking out of the wall
- Degrease Kitchen Backsplash, Cabinets and Range/Oven
- Lawns and shrubbery should be trimmed and neat
- Only leave recycle items in the recycle bin
- Plan ahead and start throwing out trash early
- Don't forget to take your dishes out of the dishwasher and clothes out of the washer and dryer
- Window screens should not be bent, torn, or missing
- Mini-blinds should be straight and not bent
- All mail should be forwarded to your new address ([www.usps.com](http://www.usps.com))
- Remove any cable or dish networking equipment
- Make arrangements with the utility companies for your final bills to be sent to your new address and turn off all utilities
- Remove all trash and leave the property free of all debris
- Have the property professionally exterminated once you move out
- For Pet Owners: Remove any pet waste or pet products from the property and yards. Also steam clean all ceramic tile flooring.*
- For Military: You are allowed to leave cleaning products*

*You will receive a Security Deposit Statement and check for the balance within 30 days of moving out. Please leave a forwarding address at our office for our records. Thank you.*

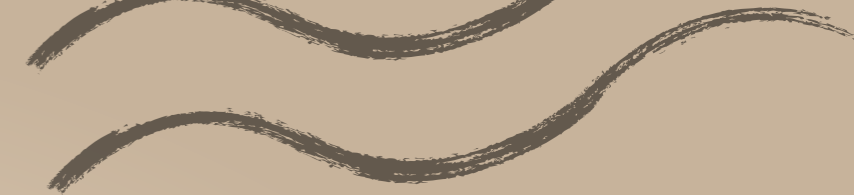
[www.successrealtyrentals.com](http://www.successrealtyrentals.com)

**Airmail**



# Moving Procedures

Success Realty



## *How to Give Notice & Return Property*

- Turn in 30 Day Move Out Notice
- Complete Move Out Checklist
- Forward mail with US Postal Service
- Turn house keys and remote to Success Office (Surrender Property)
- Provide Success Realty with Forwarding Address



- Turn in 30 Day Notice

- Give Forwarding Address

## 30 Day Notice



- Schedule canceling of all utilities

## Pack & Move

### Move Out Checklist

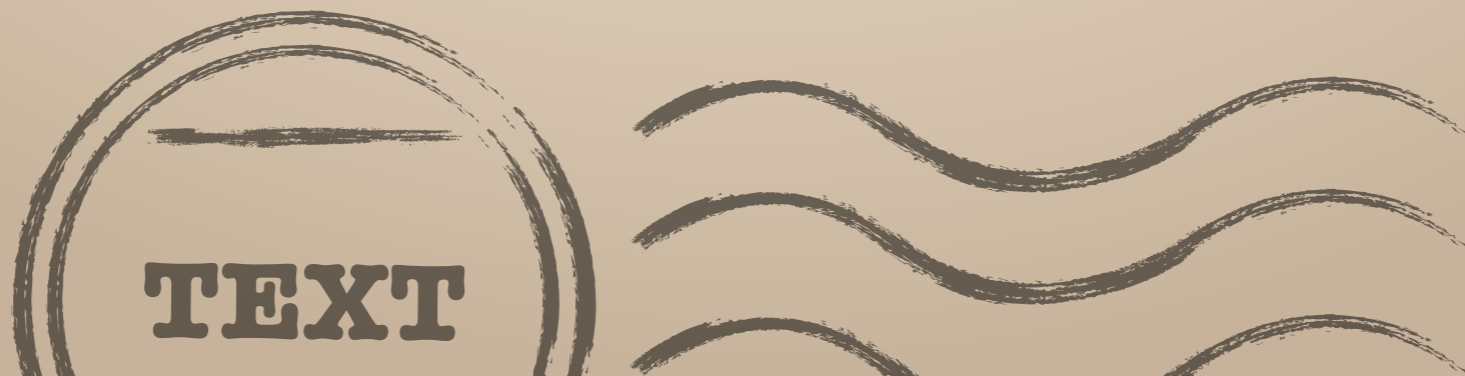
- Receive Move Out Checklist
- Receive Move Out Presentation

### Clean Property

- Remove trash from property
- Clean & Repair Property

# Inspection Process Step 1

- **Keys and remotes are turned into Success Realty.**
- **Success Realty performs Move Out Inspection.**
- **Tenants need to leave utilities on for the first 10 days of the next month after moving out.**



**Airmail**

## Property Condition Review Procedures



### Step #1

- Keys and garage remotes are turned into Success Realty.
- Success Realty visits property to access the condition.

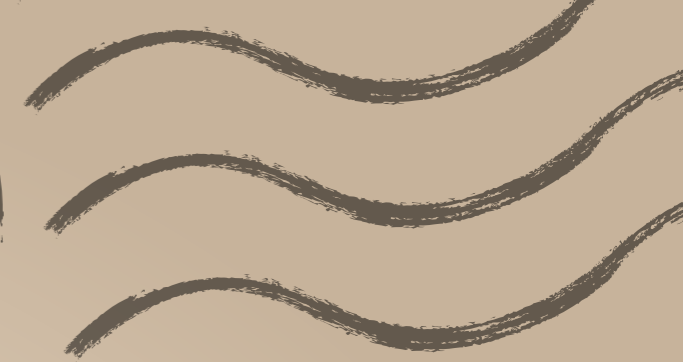
### Step #2

- Success Realty reviews current condition to past condition with photos and Residential Inventory and Condition Form.
- Success Realty orders repairs and cleaning as necessary.

### Step #3

- At the end of the next month, Success Realty completes Itemization of Security Deposit and sends to Tenant's Forwarding Address.
- If Tenant does not provide a Forwarding Address, then statement will be sent to Property Address.

# Frequently Asked Questions



Success Realty will not do a walk-thru on the property with tenant prior to move out. This is why we have created the Move Out Checklist. We will utilize this list, your Inventory & Condition Form, and the pictures we took prior to your move in to review the condition of the Property after your move out.

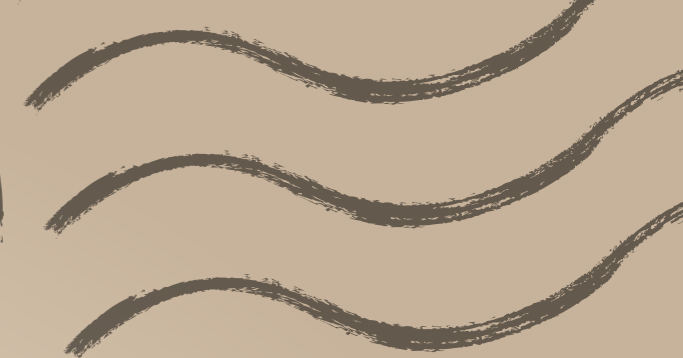
Have all trash and debris removed from the property. Reconnect the washer and dryer to the laundry area if you utilized your own appliances. Also, reconnect the refrigerator if you utilized your own. Cancel all utilities for the property and turn in mailbox keys to US Postal Service. Forward mail with US Postal Service.

Tenant must turn in all keys and garage remotes to Success Realty Office to surrender property. Tenant will be charged rent for all days that the Tenant keeps the keys in their possession. When leaving the Property, do not lock the keyless locks. Property Manager will need to get back into the Property. If Tenant does, Tenant will be charged for rekeying Property. If office is closed, drop keys and remotes inside envelope in mail drop at Success Realty.





# Cleaning Crew



## General House & Carpet Cleaning

Adonai - Oscar 915-383-0913

Painting 🏠 Yard Maintenance



## Pest Control

Terminix of El Paso 915-779-8899

Moving Box Calculator: [http://www.uhaul.com/](http://www.uhaul.com/MovingSupplies/packingplanner.aspx)

[MovingSupplies/packingplanner.aspx](http://www.uhaul.com/MovingSupplies/packingplanner.aspx)

## General Repairs & Sheetrock Repair

Corona Plumbing & Handyman Services 915-355-0720

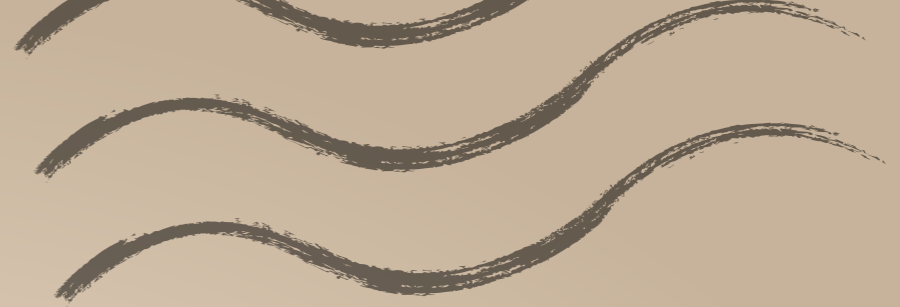
You may hire any or all of these companies to make your move out process easier.

Success Realty does not warranty or guarantee any of these companies.



**As per your lease:**

- **Oral notice of termination is not sufficient under any circumstances. All Move Out Notifications must be in writing. Time is of essence for providing notice of termination (strict compliance with dates by which notice must be provided is required).**
- **Success Realty will not prorate the last month of your lease even if tenant surrenders the property before the termination date.**
- **When this lease ends, Tenant will surrender Property in the same condition as when received, normal wear and tear excepted. Tenant will leave the Property in a clean condition free of trash, debris and any personal property. Tenant may not abandon property.**
- **Texas Property Code 92.108; Property Code provides that a tenant may not withhold payment of any portion of the last month's rent on grounds that the Security Deposit is security for unpaid rent.**



*Thank You for your patronage. We  
wish you well with your new home.*

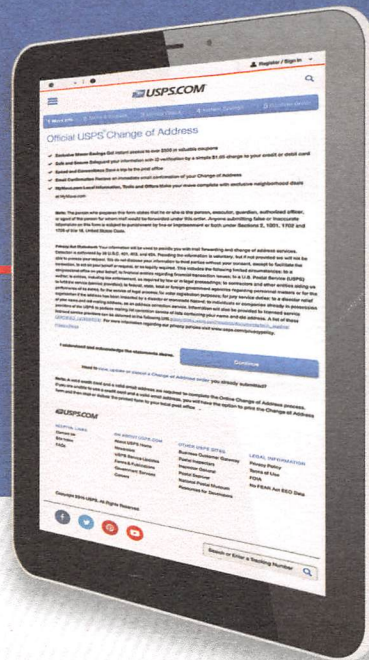
*[www.successrealt rentals.com](http://www.successrealt rentals.com)*

# CHANGE YOUR ADDRESS ONLINE

 **USPS.COM**®

- ▶ Get instant access to over \$750 in valuable coupons
- ▶ Review, change or cancel your request any time
- ▶ Schedule mail forwarding up to 3 months in advance
- ▶ Complete in less than 5 minutes with immediate email confirmation

SEE REVERSE FOR DETAILS.



 UNITED STATES  
POSTAL SERVICE



# BENEFITS OF CHANGING YOUR ADDRESS ONLINE AT:



## ✓ Immediate Email Notification

Assures you that your Change of Address order has been received and provides you with an important personal confirmation code.

## ✓ Easily Modify or Cancel Order

Using your personal confirmation code, go online anytime to make changes to your original order, including address changes and mail forwarding start or end dates. No need to revisit the Post Office. **Great for seasonal movers!**

## ✓ End of Mail Forwarding Alerts

Receive helpful email reminders when your mail forwarding is about to end (magazines at 2 months and all mail at 12 months).

## ✓ Catch & Correct Errors Before Submitting

Change of Address requests that contain address errors may take longer to process. You'll be alerted immediately if an address you're entering online doesn't match the USPS® list of valid deliverable addresses, allowing you to correct the error before submitting your order.

## ✓ Valuable Coupons

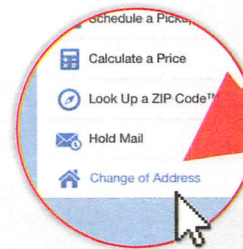
Receive access to valuable move-related coupons and offers.

# HOW TO CHANGE YOUR ADDRESS ONLINE:

**1** Visit [usps.com](https://usps.com) today to Change your Address online



**2** Select "Change of Address" under 'Quick Tools'



**3** Follow easy on-screen instructions to enter your information

