



FRONTLINE

Property Management, Inc.

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Move Out Procedures and Estimated Costs

SECURITY DEPOSIT REFUND POLICY

- If the lease is not fulfilled you must contact your property manager for associated cost for breaking the lease.
- Frontline Property Management must have a written 60 day notice to vacate signed and receipted by one of Frontline's Representatives.
- **Provide a forwarding address.** Please remember to provide us with the correct forwarding address! If not, it will be sent to the property you vacated.
- We will mail your security deposit refund and an itemized list of any deductions no later than 30 days after you move out.

MOVE-OUT PROCEDURES

- The move-out date cannot be changed unless both parties agree in writing.
- If your lease is not fulfilled and early termination occurs, this will result in the loss of your deposit. Your account may be subject to additional fees such as Accelerated rent and/or early termination fees (85% of monthly rent charge) as described in your Lease Agreement.
- All residents must vacate the premises on or before the expected move out date.
- Return all keys and garage door openers. As long as you have the keys, you have possession of the property and will be charged rent until the day the keys are returned to our corporate office or in our drop box
- File a change-of-address form with the post office. We are not responsible for undelivered mail.

**You are responsible for scheduling the shut-off of your utilities (i.e electric, gas, phone, cable).*

CLEANING

- You must thoroughly clean the property, including carpets, bathrooms, appliances, yards, porches, garages/carports, storage rooms, etc.
- **REMOVE ALL BELONGINGS** from your unit. We are not responsible for items left behind, and we will have to charge a removal fee if we have to remove them.
- Frontline Property Management may withhold any and all reasonable charges for cleaning, painting and/or repairs from damages beyond normal wear and tear. This does include lawn service, if this is specified in your lease that this is the responsibility of the resident.
- Estimated cleaning and repair costs are listed below. These costs are subject to change and will be reflected on your final statement.

MOVE-OUT Condition Assessment

Once you have turned in keys, garage remotes, pool cards and your new mailing address, you will have "relinquished possession" of the property. At which time a Frontline representative or associate will walk the property and complete the move out report. Due to time constraints, FPM does not conduct move out walks with past residents. You are eligible to a full refund of your security deposit and our hope is, the property will be returned in clean condition free of damage so we can refund all of the security deposit. In the event damage is discovered or the home needs to be cleaned, carpets cleaned, painted (excluding normal wear & tear), etc., a list of the items will be compiled along with a cost for each and sent to you along with your refund within 30 days of move out. Due to the process and time constraint to get the property ready for the next resident, we cannot allow past residents to rectify any issues after relinquishing possession. If you would like a copy of the move out report you can send a written request and the report will be emailed to you. If you disagree with any charges you can send a written request for consideration with a description of the dispute and any proof or documentation you want to be considered.

MENU OF ESTIMATED COSTS

Resident or Residents
(All residents must sign)

Cleaning Costs

Full Clean	\$250-\$400
Touch-up Clean	\$125-\$250
Trash-out	\$45 bag
Furniture removal	\$150 per load
Full and touch-up paint	\$.80- \$2.00 Sq. Ft.
Carpet	\$200-\$500
Stove	\$125
Refrigerator	\$125
Microwave	\$50

Owner or Owner's Representative *(signs below)*

Repair Costs

Holes in walls	\$75-\$100 per patch
Interior Door repair/replace	\$150-\$350 per door
Replace broken windows	\$150-\$500
Replace or repair screens	\$50 per screen
Replace or repair light fixtures	\$50-\$125 per fixture
Blinds	\$40-\$200.00 per item
Ceiling Fan Replacement	\$150-350
Flooring Replacement	Actual Cost to Replace

Date of Signing Addendum

Keys/Garage Remotes

Rekey if keys not returned	\$80
Garage remote not returned	\$75 each

***Final costs are subject to change and are based upon actual repair/replacement and labor costs charged to Frontline Property Management at the time of service.**