



Frontline Property Management

5601 Bridge St., Suite #504 • Fort Worth, Texas 76112 • Office (817) 377-3190 • Fax (817) 288-5533

Move Out Procedures and Estimated Costs

Property Address
City, State, Zip

Please remember, according to your lease, we are authorized to place a lock box on your door 45 days prior to your move out date. If you would like to buy out of this option, you may do so for a fee of \$500. We will try our hardest to avoid placing a lock box on your door as long as you are cooperative with our agents if they would like to show your home to prospective residents.

SECURITY DEPOSIT REFUND POLICY

1. If the lease is not fulfilled you must contact your property manager for associated cost for breaking the lease.
2. Frontline Property Management Inc. must have a written sixty day notice to vacate signed and receipted by one of Frontline's Representatives. (No verbal notices will be accepted)
3. A forwarding address must be provided in writing to a Frontline Representative.
4. We will mail your security deposit refund (less lawful deductions) and an itemized accounting of any deductions no later than 30 days after surrender or abandonment of the premises. Please be sure to provide us with your forwarding address ASAP to expedite the delivery of your deposit refund.

MOVE-OUT PROCEDURES.

1. The move-out date cannot be changed unless both parties agree in writing.
2. If your lease is not fulfilled and early move-out occurs, this will result in loss of Deposit. Your account may be subject to additional fees such as Accelerated rent and or Reletting fees as described in your Lease Agreement.
3. All residents must vacate the premises on or before the sixty day period ends.
4. All keys and garage door openers must be returned to the office on or before your move out date. (Rent will continue to be charged until such time that these items are returned.)

CLEANING

1. You must thoroughly clean the property, including carpets, bathrooms, appliances, yards, porches, garages/carports, storage rooms, etc.
2. Frontline Property Management Inc. may withhold any and all reasonable charges for cleaning, painting and repairs from damages caused from your neglect or abuse. This does include lawn service, if this is specified in your lease that this is the responsibility of the resident.
3. Estimated cleaning and repair costs are listed below. These costs are subject to change and will be reflected on your final statement.

Tenant Initial: _____, _____, _____

Landlord's Representative: _____

MENU OF ESTIMATED COSTS FOR CLEANING AND REPAIR

Cleaning/ Make-Ready

<i>Full Clean</i>	<i>\$150-\$225</i>
<i>Touch-up Clean</i>	<i>\$75-\$125</i>
<i>Trash-out</i>	<i>\$25 bag</i>
<i>Furniture removal</i>	<i>\$100 a Truckload</i>
<i>Full paint</i>	<i>\$.35 per sq. ft.</i>
<i>Touch-up paint</i>	<i>\$.30 per sq. ft.</i>
<i>Carpet</i>	<i>\$100-\$350 (varies according to square footage and cleanliness)</i>
<i>Stove</i>	<i>\$25</i>
<i>Refrigerator</i>	<i>\$25</i>
<i>Microwave</i>	<i>\$15</i>
<i>Dishwasher</i>	<i>\$15</i>
<i>Vent-a-hood</i>	<i>\$25</i>
<i>Bathroom</i>	<i>\$50-\$75</i>

Repairs

<i>Holes in walls</i>	<i>\$15-\$35 per patch</i>
<i>Labor</i>	<i>\$50 per repair</i>
<i>Replace broken or missing doors</i>	<i>\$100-\$250 per door</i>
<i>Replace broken windows</i>	<i>\$100-\$300</i>
<i>Replace or repair screens</i>	<i>\$35 per screen</i>
<i>Replace or repair light fixtures</i>	<i>\$50-\$125 per fixture</i>
<i>Replace or repair, dirty, broken or missing blinds</i>	<i>\$20-\$50 depending on size</i>

Keys/Garage Remotes

<i>Keys not returned</i>	<i>\$35 per lock</i>
<i>Remote not returned</i>	<i>\$75 per remote</i>

MOVE-OUT INSPECTION

You may request a move-out inspection with one of our Frontline representatives. Our Representative will walk the property with you. Our representatives have no authority to bind or limit the company regarding deductions for repairs, damages, or charges. The representative will simply note any issues they discover at the time of inspection. Charges will be assessed by the property manager after such time that estimated costs of repairs can be obtained. If you would like a move out inspection, please contact our office no later than one week prior to your requested inspection date. We will do our absolute best to accomodate your request; however, our staffs' calendars fill up quickly, especially towards the end of the month. Inspection requests are on a first come, first served basis.

Resident: _____ signature(s) Date: _____

Resident Name

Landlord: _____

Date: _____