

# 1st Choice Property Management Move out Package/Checklist



5664 Denton Hwy  
Fort Worth, TX 76148  
817-281-1300  
[www.fortworthpropertymanagement.com](http://www.fortworthpropertymanagement.com)

Dear 1st Choice Property Management (FCPM) Resident,

This letter will confirm the receipt of your move out notice. As per your lease, we will begin showing the property immediately for a move in on the first day after your property is vacated.

**Pre-leasing:**

The property manager will contact you or leave you a message about pre-leasing the home and scheduling showings in the last 30 days of your lease. Please provide updated contact information as they will attempt to first contact you prior to any scheduled showings.

**According to Paragraph 14 of your lease, if the landlord or landlord's agent have notified tenant of their intent to access the property to show it to prospects and are denied or able to access the property because of tenant's failure to make the property accessible, Landlord may charge a trip charge in the amount stated in your lease.** If you would like to reconsider your notice please contact our office at 817-281-1300.

The enclosed cleaning instructions should be followed carefully to insure deposit itemization. As per your lease, **you must surrender** keys/remotes to our office at **5664 Denton Hwy Fort Worth, TX 76148** no later than **12 NOON** on the last day of your lease or lease extension. **Your deposit itemization will be returned within 30 days from the day you surrender the property.** Make sure to give the Post Office a change of address form at least 3 weeks before you move out, so that your mail will be sent to your new address.

FCPM appreciates your fine tenancy and would be happy to help you in the future with your housing needs. Your deposit will be promptly mailed to the address you have provided to us within 30 days of your move out. All deposits will be mailed to the old address if no new address was given to FCPM before moving out. If you have any questions, please call our office. Thank you again for your tenancy with 1st Choice Property Management.

Sincerely,  
1st Choice Property Management (FCPM)

**IN ANTICIPATION TO YOUR MOVE-OUT PLEASE  
PLEASE COMPLY WITH THE INSTRUCTIONS BELOW**

We will refer to your inventory condition form that you filled out and returned for existing damages. Be sure that the property is returned in as good or better condition than when moving in. Any damage above normal wear and tear can be itemized from your security deposit.

If there is a yard, be sure it's been mowed, trimmed and watered prior to move-out. Lawn care must be maintained and utilities must be left on until the last day of the lease, even if you move out before the end of the lease date. If there are pets on the property, please have them restrained or kenneled to allow property showings. Please continue to change a/c filters bi monthly as stated in your lease. **Any items/trash left at the curb or in trash containers at time of move out inspection will be removed at your expense.**

**We recommend using the professional cleaning service and carpet cleaning service FCPM uses to ensure the property is properly returned to the owner. All carpets were either new OR professionally cleaned prior to move in.** You may however use any company you like, a copy of the invoice will be required to be turned in to FCPM. Written invoices will not be accepted. Not following these procedures will result in a cleaning deduction from your deposit.

Please contact your property manager to have the interior cleaning performed by our cleaner if you do not have time prior to your move out to coordinate with a vendor.  
817-281-1300

**If you need any cleaning services below, here are some referrals to call and schedule prior to surrendering the property to FCPM:**

Whirlwind Carpet Cleaning - 817-845-0657 (House Cleaning and Carpet)

JAK Carpet Cleaning - 817-225-8797 (Carpet Cleaning only)

General Repairs      J&T Companies - Rob 817-538-2517  
                                 JAK Carpet Cleaning - 817-225-8797  
                                 FCPM Maintenance - 817-281-1300

If you hire one of the referrals above and their quality of work is not to your liking, please let us know and we will follow up with that vendor. It has been a pleasure having you as our residents at FCPM. If you have any questions don't hesitate to call us.

## **Please Use These Guidelines While Preparing For Your Move-out Inspection**

### **Yard/Exterior:**

- Be sure all trash is removed from the trash bins, front and backyard as well as the garage.
- Be sure the garage, patio, porches and storage areas are cleaned and swept out.
- Be sure the yard is mowed and edged, bushes are trimmed and flower beds are weeded and add mulch if mulch was there before.
- Make sure the gutters are cleaned out.
- Check sprinkler for proper function, as well as replace any broken sprinkler heads.
- If you took off the original doorbell to install your own video doorbell or any other devices, make sure you reinstall the original doorbell.
- Uninstall any other security devices on the exterior.
- Check garage door and remotes for proper function.
- Install or replace any missing or broken window screens.

### **General Areas:**

- Check all doors and blinds for proper function and physical abuse.
- All light bulbs must be in working order, 60 watt for standard and LED daylight bulbs for all LED fixtures. Also check can lights and fluorescent lights.
- Replace broken and or damaged outlet and switch plate covers.
- Replace broken or missing doorstops.
- Uninstall any other security devices on the interior
- Check all walls and cabinets for major marks or large nail holes. Remove TV brackets and curtain rods. Please fill in all holes with drywall spackling. **Do not use caulking.**
- Check all soffits (outside under the roofline) to make sure they are not rotted, have holes or are damaged in any way. Please report any damage in a work order.
- Clean out the fireplace.
- Clean and dust off AC vents and return vents.
- Clean and dust off ceiling fans.
- Please provide a professional carpet cleaning bill from a reputable vendor. (As per the lease under Special Provision Pg. 12 of your lease)

**Please send to [info@1stchoicepm.com](mailto:info@1stchoicepm.com)**

**DO NOT PAINT UNLESS YOU HAVE CONTACTED FCPM FOR PROPER PAINT COLOR.**

### **Kitchen:**

- Make sure garbage disposal is cleaned out.
- Check under kitchen sink and report any leaks to FCPM in a work order.
- Make sure cabinet and drawer knobs are not missing.
- Make sure all drawers and cabinets are cleaned out and free of food and other items.

-Make sure cabinets and drawers are wiped down of food and grease.  
-Check appliances for proper function and report in a work order if something is missing or broken. **ALSO**, make sure they are cleaned and wiped down inside and out.

- Dishwasher
- Stove/Oven
- Microwave
- Refrigerator (If left by owner for your use)
- Washer and dryer (If left by owner for your use)

-Make sure countertops are wiped down.

-Please clean out all sinks.

-Replace drip pans if needed.

### **Bathrooms:**

-Wipe down countertops.

-Wipe down the mirrors.

-Make sure tubs and showers are drained.

-Remove hair from drains.

-Check shower head for proper function.

-If you installed your own shower head, please make sure you put the original one back on.

-PLEASE make sure toilets are flushed.

If you have any questions about your security deductions or why you have been charged, please refer back to your lease, **page 4, section 10. Security Deposit, and page 7, Section 16. Move Out.**