



3800 So. WS Young Drive, Suite 101, Killeen, Texas 76542

Phone: (254) 526-5921 Fax: (254) 526-6951

Email: mgr@jwcrentals.com

Website: www.jimwrightcompany.com

Dear Tenant(s),

We would like to take this opportunity to thank you for renting with JWC Property Management! Our staff has enjoyed serving you during your tenancy with us!

This packet includes all the information you will need throughout the move out process. We ask that you read the information in its entirety. You will be responsible for following the move out process properly.

Included in this packet is information regarding check out, instructions for cleaning your property, as well instructions for proper procedures on turning possession of the property back over to JWC.

Finally, we ask that you leave your property in good condition and in compliance with the lease.

Following the move out and cleaning guidelines will save you money and us time!

If you have any questions about the move out process, please feel free to contact our office at **(254) 526-5921**.

Again, thank you for choosing to rent from JWC Property Management.

**All Property Keys, Remotes, Carpet, Cleaning, or Pest Control
Receipts must be turned in to:**

JWC Property Management

Located at:

3800 S. WS Young Drive Suite 101

Killeen Texas 76542

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***Prior to vacating*** you are required to provide a **Minimum of Thirty (30) days advance notice; (Even with Military Orders) on the tenant portal or the form in office; to terminate the lease agreement.  
Rent will **not** be prorated.**

**Rent will continue to be charged until** either the lease expiration date, **or** the date the property is re-rented; whichever comes first.

To authenticate your actual and legal date of vacating, **we require that you turn your keys in to the office.** Once keys are received, we will close out your account.

Keys can be accepted in the Night Depository located under our drive thru window.  
**Please ensure the keys are labeled.**

**\*\*\*Keys Placed in the night Depository will be processed the next business day\*\*\***

If keys are not turned in to the office, you will be charged for a rekey at your expense.

**DO NOT LEAVE KEYS IN PROPERTY**

**\*\*\*Utilities must be left on for 5 business days AFTER move out. \*\*\***

Please make sure you provide JWC with a **forwarding address.**

Your security deposit, or explanation of its disposition, will only be mailed to the forwarding address you provide. Your security deposit, or explanation of its disposition will be **mailed within 30 days after** you legally surrender the leased premises.

## ***Cleaning Requirements:***

- Make sure your Keyless Deadbolts **are not locked** when you turn in your keys. If we can't get in you will be **charged for re-keying the home**.
- Blinds need to be cleaned. If damaged, they will need to be replaced with the correct size and style.
- Spots, dirt, grease, fingerprints and other marks will be removed from walls, baseboards, window sills, doors and other woodwork.
- Nails and screws must be removed and the walls or doors restored to their original condition. Holes or spots must be **professionally** restored.
- All command strips, decals, stars on ceilings, wallpaper or contact paper needs removed.
- All drawers, fixtures and cabinets will be emptied, wiped out and left open. Closets and shelves will be cleared of hangers or trash. Kitchen cabinets are to be free of food particles, cleaned and left open. Dishwasher cleaned and dry. The entire property needs to be Free of debris- All appliances must be cleaned.
- Refrigerators: The refrigerator will be defrosted and thoroughly washed out with a mild detergent and then wiped completely dry. Turn the dial to the "OFF" position, UNPLUG, and be sure to leave the door OPEN. Exterior surfaces should be clean, including the rubber door seal. The refrigerator must be moved from the wall and the area behind and underneath cleaned, and the refrigerator returned to its normal position.
- Stove: Wire brushes or sandpaper should never be used. NOTE: DO NOT attempt to use a cleaning product on a self-cleaning oven. Easy Off is a good product to use on the interior of the oven. Drip pans must be replaced with new ones.
- Light fixtures and Ceiling fans must be cleaned and equipped with working bulbs of proper size.
- All tubs, basins, sinks, showers, toilets and tile must be thoroughly scrubbed, cleaned and dried.
- Air Conditioner and Water Heater closets and all vents must be cleaned and a new filter installed.
- Vent-a-hood/Microwave must be free of all grease, and all filters must be replaced.
- All floors must be swept and mopped clean and be free of marks. If an odor is detected, a deodorizer will be required.
- Yard, Porches, and driveways must be cleaned and all grease and oil marks removed.
- Grounds must be neatly mowed and edged to include under porches, and in flowerbeds. Trash and other debris must be removed from the grounds. Bushes must be trimmed to same heights as move in.
- Windows and mirrors must be cleaned. Screens must be in original condition or they must be replaced.
- Fireplaces must have all ashes removed and fireplace wiped out.
- Carpets **MUST** be professionally steam cleaned and shampooed by an **APPROVED** vendor. Self-carpet or rental equipment receipts will NOT be accepted. If an odor is detected, a deodorizer will be required.
- Tenants that had animals on the property **MUST** have the property professionally exterminated for fleas & ticks **inside and out**, and present the receipt upon vacating. Yard must be free of animal mess/ feces. Any animal holes must be filled.
- If you have a satellite installed, upon vacating the property you will need to **remove and dispose** of the pole and dish; otherwise, you will be assessed a fee for removal.
- If having a security system installed, **you must restore the property to its original condition** and quality needs to be professional. If door knobs, doorbell cameras, security lights, deadbolts, thermostats, sheetrock, etc. have to be replaced/repared, you will be assessed a fee for repair.

See our website for Approved Move out Vendors

<https://jimwrightcompany.com/vacating/>

All receipts must be dated **within 7 days prior** to turning in keys to JWC

**You are not required to use our recommended vendors.**

**We DO NOT schedule call backs with any outside vendors as they do not accommodate our schedule or our standards.**