

**COVENTRY GLEN REALTY  
PROPERTY MANAGEMENT**

**Tenant Move-out Checklist**

Coventry Glen Realty expects that, aside from normal wear and tear over the course of the lease, that our properties be surrendered to Coventry Glen Realty at the end of the lease in a similar condition as at the beginning of the lease.

This is the primary purpose of security deposits. In order for Coventry Glen Realty to refund as much of your security deposit as possible without make-ready deductions, please review the following move-out guidelines. These guidelines are subject to the written terms of the lease and Texas landlord tenant law.

- The full term of the lease contract has been met or the full rental balance of the lease has been paid in full.
- Written notice to vacate has been received by Coventry Glen Realty per the terms of the written lease along with forwarding addresses.
- Deduction from your security deposit will be made for any damages incurred during the term of the lease beyond normal wear and tear.

***Move-out Cleaning Checklist:***

**STOVE / MICROWAVE:**

Clean the oven, broiler pan, burner pans & underneath burners. (Most stove tops lift up for easy cleaning.) Clean the inside and outside of the microwave.

**VENT HOOD / WASHER / DRYER:**

Clean greasy residue from inside & outside of hood; aluminum filter may be washed in sink or dishwasher. Wipe down the exterior of the dryer and washing machine, clean lint filter in the dryer, sweep behind washer and dryer, report any potential plumbing leaks to property manager.

**REFRIGERATOR:**

Clean inside, outside, underneath and behind. Most refrigerators have caster wheels on the bottom. Do not snag vinyl floors. Defrost and wipe water from beneath lower crisper trays. Leave refrigerator door open if electricity is to be turned off.

**BATHROOMS:**

Clean all sinks, tubs, vanity counters, medicine cabinets & toilets as well as floors in each bath completely.

**CARPET / VINYL / TILE FLOORS:**

Mop hard surface areas as needed. Vacuum and steam clean carpets areas. Leave all flooring surfaces undamaged, unstained & odor free. Clean tile surfaces and grout as needed.

**WOODWORK & DOORS:**

Wash off fingerprints & spots. Clean all baseboards and window sills. Dust any crown molding, ceiling fans, light fixtures, and ceilings as needed.

**COUNTER TOPS / CABINETS / CLOSETS:**

Remove all shelf paper, decals, hangers & trash. Clean cabinet doors inside and out and wipe down all shelves. Clean all counter tops. Empty and vacuum all closet areas.

**DOORS / WINDOWS:**

Clean window panes, sills and aluminum frames inside and out. *Do not damage window screens.* Clean the inside and outside of all interior and exterior doors.

**DRAPES / BLINDS / SMOKE ALARMS:**

Dust and / or wash all mini-blinds and vacuum all drapes. All smoke alarms must be present, installed and in working order. Replace backup batteries in smoke alarms as needed.

**WALLS:**

Wipe down walls and or clean throughout as needed.

**WALLS / LIGHT FIXTURES AND CEILING FANS:**

The repair of wall damages such as holes or unauthorized changes in paint color caused by the tenants will be deducted from security deposits. Clean all light fixtures and ceiling fan blades and replace any burnt out or missing light bulbs.

**GARAGE / PATIO / PORCHES / DECKS / YARDS:**

Mow yard as per terms of the lease, remove all trash, fill any holes in the yard, clean and sweep porches. Smoke stains on the porches will be deducted from the security deposit for pressure washing. Clean all porches, patios, and garage floor and leave no debris in the garage, yard, or home.

**PERSONAL PROPERTY:**

Any personal property remaining that has no value should be placed in the trash can and the trash can placed at the curb on the appropriate trash day. Any personal property remaining that has no value that will not fit in the trash can should be disposed of by placing at the curb on the proper day for City Trash Pickup of large objects such as furniture, sports equipment, computer equipment.

Please call the City trash department to coordinate the large trash pick up days for your area. The cost disposing of any personal property of no value that is left at the property will be deducted from your security deposit.

*Please remember to remove any items that you may have stored in the attic.*

**HOUSE KEYS / GARAGE DOOR OPENER REMOTES / CEILING FAN REMOTES:**

All house keys and any remote controls shall be delivered to Coventry Glen Realty before the end of your lease period. Coventry Glen Realty's office hours are Monday through Friday 9:00 A.M. to 5:00 P.M. or by appointment with a property manager on a case by case basis.

**FOR YOUR CONVENIENCE:**

Attached is a property manager form that will be used to inspect your property after you surrender the property. This form should give you a reasonable idea of the areas we are inspecting for as relates to security deposit issues.

Within 30 days of your surrender of the property, each tenant will receive the following items: Their portion of the security deposit less any repair, cleaning, maintenance deductions as noted by an itemized list of items and their respective costs as well as photos of any property condition issues that had to be re-mediated after your surrender of the property.

**ADDITIONAL QUESTIONS:**

For additional questions regarding the move-out process or security deposits, please contact your property manager at Coventry Glen Realty as follow:

Ian McDowell / 979-229-5859 / [ian.mcdowell@coventryglenrealty.net](mailto:ian.mcdowell@coventryglenrealty.net)

Mike Caldwell / 979-777-5446 / [mike.caldwell@coventryglenrealty.net](mailto:mike.caldwell@coventryglenrealty.net)

Additional tenant leasing guidelines and forms can be found at the Coventry Glen Realty Web site: [www.coventryglenrealty.com](http://www.coventryglenrealty.com)

Written correspondence can be sent as follows:

Coventry Glen Realty 414-B Tarrow St., College Station, Texas, 77840

Office: 979-846-2894

Fax: 979-846-1502



TEXAS ASSOCIATION OF REALTORS®

# PROPERTY MANAGER'S INVENTORY AND CONDITION REPORT

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS® IS NOT AUTHORIZED.  
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CONCERNING THE PROPERTY AT \_\_\_\_\_ 1234 Smith Dr. \_\_\_\_\_

Date of Report: \_\_\_\_\_ SAMPLE \_\_\_\_\_

**Check only the items that are in, on, or part of the Property.**

Exterior Items	Comments
<input type="checkbox"/> Mailbox	
<input type="checkbox"/> Fences & Gates	
<input type="checkbox"/> Sheds & Outbuildings	
<input type="checkbox"/> Lawns, Trees, & Shrubs	
<input type="checkbox"/> Undergrd. Lawn Sprinkler	
<input type="checkbox"/> Exterior Faucets	
<input type="checkbox"/> Roof & Gutters	
<input type="checkbox"/> Siding & Paint	
<input type="checkbox"/> Driveway	
<input type="checkbox"/> Exterior Doors (doors, viewers, locks, stops, & knobs)	
<input type="checkbox"/> Door Bell	
<input type="checkbox"/> Exterior Lights	
<input type="checkbox"/> Patio or Deck	
<input type="checkbox"/> Water Shut-Off Valve	Tenants should not tamper with this unless it is an emergency
<input type="checkbox"/> Gas Shut-Off Valve	Tenants should not tamper with this unless it is an emergency
<input type="checkbox"/> Electrical Breakers	
<input type="checkbox"/> Other	

Garage	Comments
<input type="checkbox"/> Ceilings & Walls	
<input type="checkbox"/> Floor	
<input type="checkbox"/> Light Fixtures	
<input type="checkbox"/> Cabinets & Shelves	
<input type="checkbox"/> Auto Door Openers	
<input type="checkbox"/> Remotes for Doors	
<input type="checkbox"/> Garage Doors	
<input type="checkbox"/> Doors to Dwelling (doors, viewers, locks, stops, & knobs)	
<input type="checkbox"/> Other Doors (doors, viewers, locks, stops, & knobs)	
<input type="checkbox"/> Storage Room	
<input type="checkbox"/> Other	

Entry	Comments
<input type="checkbox"/> Ceilings & Walls	
<input type="checkbox"/> Paint & Wallpaper	
<input type="checkbox"/> Doors (doors, viewers, locks, stops, & knobs)	
<input type="checkbox"/> Light Fixtures	
<input type="checkbox"/> Windows/Screens/Latches	

Entry (cont.)	Comments
<input type="checkbox"/> Plugs & Switches	
<input type="checkbox"/> Closet Shelves & Rods	
<input type="checkbox"/> Smoke Detector	Tested? <input type="checkbox"/> yes <input type="checkbox"/> no Working? <input type="checkbox"/> yes <input type="checkbox"/> no Battery:
<input type="checkbox"/> Other	

Living Room	Comments
<input type="checkbox"/> Ceilings & Walls	
<input type="checkbox"/> Paint & Wallpaper	
<input type="checkbox"/> Doors (doors, viewers, locks, stops, & knobs)	
<input type="checkbox"/> Flooring	
<input type="checkbox"/> Lights & Ceiling Fans	
<input type="checkbox"/> Windows/Screens/Latches	
<input type="checkbox"/> Drapes/Blinds/Shutters	
<input type="checkbox"/> Plugs & Switches	
<input type="checkbox"/> Cabinets	
<input type="checkbox"/> Fireplace/Logs/Equip.	
<input type="checkbox"/> Smoke Detector	Tested? <input type="checkbox"/> yes <input type="checkbox"/> no Working? <input type="checkbox"/> yes <input type="checkbox"/> no Battery:
<input type="checkbox"/> Other	

Dining Room	Comments
<input type="checkbox"/> Ceilings & Walls	
<input type="checkbox"/> Paint & Wallpaper	
<input type="checkbox"/> Doors (doors, viewers, locks stops, & knobs)	
<input type="checkbox"/> Flooring	
<input type="checkbox"/> Lights & Ceiling Fans	
<input type="checkbox"/> Windows/Screens/Latches	
<input type="checkbox"/> Drapes/Blinds/Shutters	
<input type="checkbox"/> Plugs & Switches	
<input type="checkbox"/> Cabinets	
<input type="checkbox"/> Smoke Detector	Tested? <input type="checkbox"/> yes <input type="checkbox"/> no Working? <input type="checkbox"/> yes <input type="checkbox"/> no Battery:
<input type="checkbox"/> Other	

Kitchen & Breakfast	Comments
<input type="checkbox"/> Ceilings & Walls	
<input type="checkbox"/> Paint & Wallpaper	
<input type="checkbox"/> Doors (doors, viewers, locks stops, & knobs)	
<input type="checkbox"/> Lights & Ceiling Fans	
<input type="checkbox"/> Windows/Screens/Latches	
<input type="checkbox"/> Drapes/Blinds/Shutters	
<input type="checkbox"/> Plugs & Switches	
<input type="checkbox"/> Pantry & Shelves	
<input type="checkbox"/> Cabinets & Handles	
<input type="checkbox"/> Drawers & Handles	
<input type="checkbox"/> Flooring	
<input type="checkbox"/> Countertops	
<input type="checkbox"/> Grout & Chaulking	
<input type="checkbox"/> Range/Cooktop	

<b>Kitchen &amp; Brfk. (cont.)</b>	<b>Comments</b>
<input type="checkbox"/> Microwave	
<input type="checkbox"/> Dishwasher	
<input type="checkbox"/> Oven (racks, knobs, broiler pan, light cover, bulb, element)	
<input type="checkbox"/> Vent Hood (light, fan, & filter)	
<input type="checkbox"/> Garbage Disposer	
<input type="checkbox"/> Sink/Faucet/Sprayer	
<input type="checkbox"/> Refrigerator (shelves, bulb, light cover, drawers)	
<input type="checkbox"/> Smoke Detector	Tested? <input type="checkbox"/> yes <input type="checkbox"/> no Working? <input type="checkbox"/> yes <input type="checkbox"/> no Battery:
<input type="checkbox"/> Other	

<b>Halls</b>	<b>Comments</b>
<input type="checkbox"/> Ceilings & Walls	
<input type="checkbox"/> Paint & Wallpaper	
<input type="checkbox"/> Doors (doors, viewers, locks stops, & knobs)	
<input type="checkbox"/> Flooring	
<input type="checkbox"/> Light Fixtures	
<input type="checkbox"/> Plugs & Switches	
<input type="checkbox"/> Closet Shelves & Rods	
<input type="checkbox"/> Cabinets	
<input type="checkbox"/> Smoke Detector	Tested? <input type="checkbox"/> yes <input type="checkbox"/> no Working? <input type="checkbox"/> yes <input type="checkbox"/> no Battery:
<input type="checkbox"/> Other	

<b>Family Room</b>	<b>Comments</b>
<input type="checkbox"/> Ceiling & Walls	
<input type="checkbox"/> Paint & Wallpaper	
<input type="checkbox"/> Doors (doors, viewers, locks stops, & knobs)	
<input type="checkbox"/> Flooring	
<input type="checkbox"/> Lights & Ceiling Fans	
<input type="checkbox"/> Windows/Screens/Latches	
<input type="checkbox"/> Drapes/Blinds/Shutters	
<input type="checkbox"/> Plugs & Switches	
<input type="checkbox"/> Closet Shelves & Rods	
<input type="checkbox"/> Cabinets	
<input type="checkbox"/> Fireplace/Logs/Equip.	
<input type="checkbox"/> Smoke Detector	Tested? <input type="checkbox"/> yes <input type="checkbox"/> no Working? <input type="checkbox"/> yes <input type="checkbox"/> no Battery:
<input type="checkbox"/> Other	

<b>Master Bedroom (1)</b>	<b>Comments</b>
<input type="checkbox"/> Ceiling & Walls	
<input type="checkbox"/> Paint & Wallpaper	
<input type="checkbox"/> Doors (doors, viewers, locks stops, & knobs)	
<input type="checkbox"/> Flooring	
<input type="checkbox"/> Lights & Ceiling Fans	
<input type="checkbox"/> Windows/Screens/Latches	
<input type="checkbox"/> Drapes/Blinds/Shutters	
<input type="checkbox"/> Plugs & Switches	

Master Bdrm. (cont.)	Comments
<input type="checkbox"/> Closet Shelves & Rods	
<input type="checkbox"/> Cabinets	
<input type="checkbox"/> Smoke Detector	Tested? <input type="checkbox"/> yes <input type="checkbox"/> no Working? <input type="checkbox"/> yes <input type="checkbox"/> no Battery:
<input type="checkbox"/> Other	

Master Bathroom (1)	Comments
<input type="checkbox"/> Ceiling & Walls	
<input type="checkbox"/> Paint & Wallpaper	
<input type="checkbox"/> Doors (doors, viewers, locks stops, & knobs)	
<input type="checkbox"/> Lights & Fans	
<input type="checkbox"/> Windows/Screens/Latches	
<input type="checkbox"/> Drapes/Blinds/Shutters	
<input type="checkbox"/> Plugs & Switches	
<input type="checkbox"/> Closet Shelves & Rods	
<input type="checkbox"/> Cabinets & Handles	
<input type="checkbox"/> Flooring	
<input type="checkbox"/> Countertops	
<input type="checkbox"/> Sinks/Faucets/Stoppers	
<input type="checkbox"/> Tub/Shower & Faucets	
<input type="checkbox"/> Grout & Chaulking	
<input type="checkbox"/> Toilet/Lid/Seat/Paper Hldr	
<input type="checkbox"/> Heaters & Exhaust Fans	
<input type="checkbox"/> Towel Fixtures	
<input type="checkbox"/> Other	

Bedroom (2)	Comments
<input type="checkbox"/> Ceiling & Walls	
<input type="checkbox"/> Paint & Wallpaper	
<input type="checkbox"/> Doors (doors, viewers, locks stops, & knobs)	
<input type="checkbox"/> Flooring	
<input type="checkbox"/> Lights & Ceiling Fans	
<input type="checkbox"/> Windows/Screens/Latches	
<input type="checkbox"/> Drapes/Blinds/Shutters	
<input type="checkbox"/> Plugs & Switches	
<input type="checkbox"/> Closet Shelves & Rods	
<input type="checkbox"/> Cabinets	
<input type="checkbox"/> Smoke Detector	Tested? <input type="checkbox"/> yes <input type="checkbox"/> no Working? <input type="checkbox"/> yes <input type="checkbox"/> no Battery:
<input type="checkbox"/> Other	

Bedroom (3)	Comments
<input type="checkbox"/> Ceiling & Walls	
<input type="checkbox"/> Paint & Wallpaper	
<input type="checkbox"/> Doors (doors, viewers, locks stops, & knobs)	
<input type="checkbox"/> Flooring	
<input type="checkbox"/> Lights & Ceiling Fans	
<input type="checkbox"/> Windows/Screens/Latches	
<input type="checkbox"/> Drapes/Blinds/Shutters	

<b>Bedroom (3) (cont.)</b>	<b>Comments</b>
<input type="checkbox"/> Plugs & Switches	
<input type="checkbox"/> Closet Shelves & Rods	
<input type="checkbox"/> Cabinets	
<input type="checkbox"/> Smoke Detector	Tested? <input type="checkbox"/> yes <input type="checkbox"/> no Working? <input type="checkbox"/> yes <input type="checkbox"/> no Battery:
<input type="checkbox"/> Other	

<b>Bedroom (4)</b>	<b>Comments</b>
<input type="checkbox"/> Ceiling & Walls	
<input type="checkbox"/> Paint & Wallpaper	
<input type="checkbox"/> Doors (doors, viewers, locks stops, & knobs)	
<input type="checkbox"/> Flooring	
<input type="checkbox"/> Lights & Ceiling Fans	
<input type="checkbox"/> Windows/Screens/Latches	
<input type="checkbox"/> Drapes/Blinds/Shutters	
<input type="checkbox"/> Plugs & Switches	
<input type="checkbox"/> Closet Shelves & Rods	
<input type="checkbox"/> Cabinets	
<input type="checkbox"/> Smoke Detector	Tested? <input type="checkbox"/> yes <input type="checkbox"/> no Working? <input type="checkbox"/> yes <input type="checkbox"/> no Battery:
<input type="checkbox"/> Other	

<b>Bathroom (2)</b>	<b>Comments</b>
<input type="checkbox"/> Ceiling & Walls	
<input type="checkbox"/> Paint & Wallpaper	
<input type="checkbox"/> Doors (doors, viewers, locks stops, & knobs)	
<input type="checkbox"/> Lights & Fans	
<input type="checkbox"/> Windows/Screens/Latches	
<input type="checkbox"/> Drapes/Blinds/Shutters	
<input type="checkbox"/> Plugs & Switches	
<input type="checkbox"/> Closet Shelves & Rods	
<input type="checkbox"/> Cabinets & Handles	
<input type="checkbox"/> Flooring	
<input type="checkbox"/> Countertops	
<input type="checkbox"/> Sinks/Faucets/Stoppers	
<input type="checkbox"/> Tub/Shower & Faucets	
<input type="checkbox"/> Grout & Chaulking	
<input type="checkbox"/> Toilet/Lid/Seat/Paper Hldr	
<input type="checkbox"/> Heaters & Exhaust Fans	
<input type="checkbox"/> Towel Fixtures	
<input type="checkbox"/> Other	

<b>Bathroom (3)</b>	<b>Comments</b>
<input type="checkbox"/> Ceiling & Walls	
<input type="checkbox"/> Paint & Wallpaper	
<input type="checkbox"/> Doors (doors, viewers, locks stops, & knobs)	
<input type="checkbox"/> Lights & Fans	
<input type="checkbox"/> Windows/Screens/Latches	
<input type="checkbox"/> Drapes/Blinds/Shutters	
<input type="checkbox"/> Plugs & Switches	



Bathroom (3) (cont.)	Comments
<input type="checkbox"/> Closet Shelves & Rods	
<input type="checkbox"/> Cabinets & Handles	
<input type="checkbox"/> Flooring	
<input type="checkbox"/> Countertops	
<input type="checkbox"/> Sinks/Faucets/Stoppers	
<input type="checkbox"/> Grout & Chaulking	
<input type="checkbox"/> Tub/Shower & Faucets	
<input type="checkbox"/> Toilet/Lid/Seat/Paper Hldr	
<input type="checkbox"/> Heaters & Exhaust Fans	
<input type="checkbox"/> Towel Fixtures	
<input type="checkbox"/> Other	

Utility Room	Comments
<input type="checkbox"/> Ceiling & Walls	
<input type="checkbox"/> Paint & Wallpaper	
<input type="checkbox"/> Doors (doors, viewers, locks stops, & knobs)	
<input type="checkbox"/> Light Fixtures	
<input type="checkbox"/> Windows/Screens/Latches	
<input type="checkbox"/> Plugs & Switches	
<input type="checkbox"/> Closet Shelves & Rods	
<input type="checkbox"/> Cabinets & Handles	
<input type="checkbox"/> Flooring	
<input type="checkbox"/> Countertops	
<input type="checkbox"/> Sinks & Faucets	
<input type="checkbox"/> Grout & Chaulking	
<input type="checkbox"/> Washer & Dryer	
<input type="checkbox"/> W & D Connections	
<input type="checkbox"/> Smoke Detector	Tested? <input type="checkbox"/> yes <input type="checkbox"/> no Working? <input type="checkbox"/> yes <input type="checkbox"/> no Battery:
<input type="checkbox"/> Other	

Other	Comments
<input type="checkbox"/> Central AC & Heat (units, filters, thermostats)	Note # of units & filter size.
<input type="checkbox"/> Window A/C Units	Note # of units.
<input type="checkbox"/> Space or Wall Heaters	Note # of units.
<input type="checkbox"/> Water Heater	Note # of units & capacity.
<input type="checkbox"/> Water Softener	
<input type="checkbox"/> Alarm System	
<input type="checkbox"/> Central Vacuum	
<input type="checkbox"/> Other	

**Number of Keys:** (Report the number of keys or devices.)

Door keys: \_\_\_\_\_ Garage Door Remotes: \_\_\_\_\_ Security Cards: \_\_\_\_\_ Mailbox keys: \_\_\_\_\_  
 Ceiling Fan Remotes: \_\_\_\_\_ Laundry Room Keys: \_\_\_\_\_ Recreational Facilities Keys or Cards: \_\_\_\_\_

\_\_\_\_\_  
 Signature of Person Completing Report  
 Printed Name: \_\_\_\_\_

<i>Receipt of report acknowledged by:</i>	
_____ Signature	_____ Date
Printed Name: _____	