

MOVE-OUT PROCEDURES

Dear Resident,

We like to personally thank you for choosing JoGip Property Management. For most of our residents whom decide to move it's an exciting time. Either it's a new career opportunity, addition to the family, home purchase or a marriage. Whatever your reason is, on behalf of the entire JoGip Property Management family we wish you the very best of luck.

On the other hand, we understand moving can also be stressful. For your convenience, we've outlined our move out procedures to ensure a proper move out. We encourage you to follow move-out procedures.

You may submit 30-days notice online – www.jogipdfw.com/30day

HOME CLEANLINESS

Property must be clean and free of all debris and personal property. Outgoing tenant is prohibited from leaving any debris / personal items in or outside the property. Outgoing tenant must clean kitchen, all appliances, bathrooms, dust ceiling fans, and all rooms prior to move out.

MAIL AND AMAZON PACKAGES

We recommend all tenants to forward your mail to new address a minimum of 7-days prior to move-out. In addition, we recommend to all outgoing tenants to change their delivery address for their Amazon account. JoGip Property Management is not responsible for any packages left at property. Once moved out, you're not allowed to check mailbox.

ACH (AUTOPAY)

Tenants who are currently are set up on autopay are encouraged to cancel prior to move-out date to avoid account being drafted the following month. JoGip Property Management will not be responsible for canceling autopay. Outgoing tenant is responsible for canceling autopay.

ALLEY, CURB OR DUMPSTERS

Outgoing tenant must not leave any debris on curbside, alley or in city provided dumpsters or recycle bins. All debris, recyclables and trash must be removed from property prior to move out. (Tenant must supervise pick-up) Any debris, recyclables or trash will be disposed of at outgoing tenant's expense. Cost estimates starts at \$50 for removal.

HOME MAINTENANCE

Tenants are required to replace air-condition filter(s), light bulbs and batteries prior to moving out. If outgoing tenant fail to replace air-condition filter(s), light bulbs and or batteries they will be charged.

CARPET CARE

Normal wear and tear on carpet is expected. Outgoing tenant whose carpet exceeds "normal wear and tear" will be charged for cleaning and or damages. We recommend all outgoing tenants to have carpets professionally cleaned prior to move out.

YARD CARE

Yard is defined in your residential lease agreement as grass, hedges, bushes, flowerbeds, trees and rocks. We expect yard to be cared for by outgoing tenant prior to move-out. We recommend hiring a professional landscaper to cut grass, edge, blow clippings, clean flowerbed, trim bushes and hedges and take care of trees.

PET DAMAGES

Outgoing tenant will be responsible for all pet damages and waste clean-up around the property. We recommend outgoing tenant check the following common areas for pet damage and waste prior to move out: backyard, flooring and back door.

RETURN KEYS (Garage Remotes Pool Cards & Access Fob)

All tenants must return their keys, garage remotes, pool cards and access fobs into our office. Keys can be returned via walk-in (highly recommended) or by mail. We do not consider you moved out until we receive keys (garage remotes, pool cards and access fobs if applicable). Keys must be returned during normal business hours. There is no overnight drop box. *Express Move-Out* – no forms to sign at key return.

LATE MOVE OUTS

All tenants will be assessed a one-time late move out fee of \$99 plus daily rent rate. We recommend all outgoing tenants to move out on time and return keys to our office.

BREAKING LEASE

Tenants breaking their lease will be subjected to early lease termination fee also commonly referred to as reletting fee. We encourage you to review your individual lease agreement for exact amount. All accounts owing a balance will be referred to an outside collection agency. Tenants is required to follow move-out procedures.

FORWARDING ADDRESS

Outgoing tenant must provide a forwarding address for the purpose of disposition of tenant's security deposit and future correspondence. Forwarding address can be provided any time prior to move out.

SECURITY DEPOSIT

Security deposit disposition will be processed within the allowed time set by the State of Texas property code (30 days post move-out). All checks will be made payable to all parties on the lease agreement and mailed to the forwarding address provided. Security deposits will be mailed (no exceptions).

UNLOCK KEYLESS DEADBOLT

Do not lock the keyless deadbolt on front or back door. The "Keyless Deadbolt Lock" is the deadbolt lock that can only be locked from the inside. It does not have a key. Locking this lock may prevent inspector from accessing property. Outgoing tenant will be charged trip-charge and locksmith expense.

MOVE OUT SURVEY

Within 5 days of move out, all tenants will be emailed a move out survey. We encourage you to provide us with feedback. Your feedback is invaluable which keeps our service at a peak level of efficiency.

CHARGEBACK ESTIMATES

ITEM	COST ESTIMATES
Clean property	\$50 - \$500
Removal of debris/trash from curb, dumpsters and alley	\$50 -
Replacement of ac filter, bulbs and batteries	\$10 - \$100
Carpet cleaning and/or repair	\$250 -
Yard care	\$50 - \$250
Pet damage	\$50 - \$500
Late move out	\$99 -

From the entire team here at JoGip Property Management, we like to thank you. Any questions regarding our move out procedures, please contact a member of our customer experience team. Please do not forget to provide us feedback in our move-out survey, we would love to hear from you.

www.jogipdfw.com/30day

Sincerely,

Antonio D. Gipson

Antonio D. Gipson
President & CEO

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