

BLUE STREET PROPERTY MANAGEMENT

106 West 38th Street Unit B · Austin, TX 78705

hello@bluestreetpm.com | 512-576-0288

MOVE-OUT INSTRUCTIONS · LEASE YEAR 2026

Dear Resident,

The information below is intended to guide you through your upcoming move-out. Please take a few minutes to read carefully. **In addition, refer to your Lease to verify your exact Lease Expiration Date.**

Per your Lease, the following rules and regulations must be followed to ensure a smooth move-out and a timely return of your Security Deposit.

The items below must be completed on or before your Lease Expiration Date

1. Leave Utilities On for Seven Days After Move-Out

Electric, water, and gas must remain active at the property and in your name for **seven days** after the Lease Expiration Date. For example, if your Lease Expiration Date is **July 25th**, the stop service date would be **August 1st**.

Tip: Set the HVAC to "cool" at 75° upon move-out to minimize utility costs during that final week.

2. The Lease Requires a Professional Move-Out Clean

Inform the cleaning company this is a **full move-out clean** — significantly deeper than a standard wipedown. It must cover all rooms, closets, cabinets, shelves, drawers, and appliances: oven interior, cooktop, refrigerator interior/behind/on top (including shelves and drawers), washer/dryer, light fixture globes inside and out (bugs and dust collect inside the globes), fan blades, air vents, baseboards, and more. Replace drip pans on the cooktop if they cannot be cleaned — available at Breed & Co., Home Depot, or Lowe's.

Tip: Walk through the unit with the cleaning crew before they leave. Missed spots are easy to fix on the spot — and prevents being charged for a second clean.

Recommended Cleaning Services:

- Austin All Maids — 512-490-6633
- Laura Castro — 512-293-0359 (Laura) or 512-229-8637 (Alan, English-speaking) - Venmo accepted.
- Sylvia — 512-825-8580 - Venmo accepted
- Maids and Moore — 844-468-3878
- Juany Commercial & Residential Cleaning — juanycleaningservice.com
- The Boardwalk Cleaning Co. — 512-258-4798
- Centro Capitol Cleaning — 512-939-3001

Laura Castro Note: If Laura Castro cleans your home, email hello@bluestreetpm.com the date and time of service. Subject line: "[Property Address] — Laura Castro Move-Out Cleaning." We will confirm directly with her.

3. All Carpets Must Be Professionally Steam Cleaned

This requires a company with commercial-grade equipment. Hardware store rental machines are **not acceptable**. If you believe a carpet may need replacement, send a photo to a cleaning company first — many stains that appear permanent can still be professionally cleaned.

Recommended Carpet Cleaners:

- Flooring Warehouse — 512-861-0018
- Genesis Floor Care — 512-238-6209
- Stanley Steemer — 1-800-783-3637

4. Residents with Animals Must Have the Property Professionally Treated for Pests

A general pest spray by a licensed pest control company is sufficient.

Recommended Pest Control:

- Robert's Termite and Pest Control — 512-444-0132
- Absolute Pest Management — 512-444-0262

5. TV Mounts Must Stay in the Property

Per Paragraph 17.D. of the Residential Lease, fixtures attached to the Property become the Landlord's property when installed. TV mounts — including any that were pre-existing — **must remain attached at move-out**.

Remove all TV mount accessories (screws, arms, etc.) from your TV and leave them in a labeled bag taped to the mount. Removal of mounts or parts may result in deductions per Paragraph 10.D.1.H. of the Lease.

6. Remove All Junk and Trash from the Property

Dispose of all trash using City of Austin carts, self-haul, or a hired service, following City of Austin Residential Trash Collection guidelines. Leave carts in the proper position for the next scheduled pickup.

Do NOT leave any trash — large or small — on the property or curb (including bottle caps, cigarette butts, paper, styrofoam, etc.). Walk the exterior before you leave. Failure to do so will result in a maintenance coordination fee plus labor and dump costs.

Recommended Junk Removal:

- Marshall — 512-783-1654
- Big Ox Junk Removal — 512-961-2582

7. Leave the Lawn in Move-In Ready Condition

If your Lease requires you to maintain the yard, leave it with trimmed hedges, clear flower beds, removed weeds, and fresh mulch. For assistance, call Marshall at 512-783-1654.

If the Landlord maintains the yard, simply leave it clean and free of trash and debris.

8. Return Spectrum Equipment — 38th Street Flats Residents Only

Your modem must be returned to Spectrum to avoid an unreturned equipment fee. Retain a copy of your return receipt.

- Spectrum Store Drop-Off:** 1000 East 41st Street, Austin, TX 78751 (to the left of HEB at Hancock Center)
- U.S. Postal Service Return**
- Equipment Pickup** — schedule via Spectrum

9. Additional Reminders

- Maintenance requests:** Submit any outstanding issues via your Tenant Portal at bluestreetpm.com. This does NOT automatically mean you will be charged — it helps us plan the make-ready.

- b. Wall damage:** Costs for damage beyond normal wear and tear will be deducted from your Security Deposit. If touching up paint, contact us for the exact brand, color, and sheen. Be sure to test a small area first and let it dry before painting throughout.
- c. HVAC filter:** Replace the filter before move-out if accessible. *The arrow on the filter always points toward the wall.*
- d. Smoke alarms:** Press and hold the test button — a loud siren should beep within seconds. Replace batteries if weak or silent. Failure = \$50 service fee + materials.
- e. Light bulbs:** Replace any burnt-out bulbs (unless unreachable without a ladder). Failure = \$50 service fee + materials.
- f. Window blinds:** Ensure all blind strings are untangled. Tangled blinds = \$50/hr service fee.

RECEIPT SUBMITTAL INSTRUCTIONS

Please submit all paid cleaning, carpet, and pest control receipts in one of the following ways:

- a. Drop-off:** Include receipts in your Move-Out Packet with your keys (see below).
- b. Email:** Send to hello@bluestreetpm.com with subject line "[Property Address] — Move-Out Receipts."

MOVE-OUT PACKET DROP-OFF

Complete the steps below and drop off your Move-Out Packet **on or before your Lease Expiration Date:**

- a. Print and complete** the Move-Out Checklist (required)
- b.** Place the following in an envelope or bag with the Move-Out Checklist: door keys, mailbox keys, laundry/garage keys, openers, and parking permits
- c.** Include paid receipts if not already emailed to hello@bluestreetpm.com

Drop-off Hours: Monday – Friday, 9:30am – 6:00pm | If after hours, contact us to coordinate the drop off

Blue Street Property Management

106 West 38th Street Unit B · Austin, TX 78705

Front unit facing W. 38th St. with porch swing

The Security Deposit refund and statement will be returned within **30 days of move-out** to the Tenant specified in your lease. It is typically processed toward the end of that window — please be patient during this busy season.

Should you have any questions, please don't hesitate to reach out.

Thank you,

Blue Street Property Management

hello@bluestreetpm.com | 512-576-0288

MOVE-OUT CHECKLIST

Return with all keys and receipts on or before your Lease Expiration Date

RESIDENT INFORMATION

Date: _____ Phone: _____

Property Address: _____

Resident Name(s): _____

Forwarding Address (for Security Deposit refund): _____

PROFESSIONAL SERVICES & EXTERIOR

- | | |
|--|---|
| ☐ Professional cleaning completed | ☐ Carpet steam cleaning completed |
| ☐ Pest control completed (if animals) | ☐ All trash / junk removed inside + out |
| ☐ Lawn in move-in condition (if tenant) | ☐ Trash carts positioned for next pickup |
| ☐ No property left in yard / garage / patio | ☐ Exterior free of litter and debris |

UNIT CONDITION

- | | |
|---|--|
| ☐ All light bulbs working / replaced | ☐ Smoke alarm batteries replaced |
| ☐ HVAC filter replaced (if accessible) | ☐ Thermostat set to "cool" at 75° |
| ☐ Window blinds untangled and working | ☐ Drip pans cleaned or replaced |
| ☐ All appliances cleaned: oven, cooktop, refrigerator (inside / behind / on top), washer/dryer | |
| ☐ Cabinets, closets, shelves, and drawers emptied and wiped clean | |
| ☐ TV mounts remain in place — all hardware in a labeled bag taped to the mount | |
| ☐ No personal property left inside unit | |

KEYS & ACCESS DEVICES RETURNED

- | | | | |
|--|------------|--|------------|
| ☐ Residence key(s) | Qty: _____ | ☐ Mailbox key(s) | Qty: _____ |
| ☐ Gate / garage remote(s) | Qty: _____ | ☐ Parking permit(s) | Qty: _____ |
| ☐ Other: _____ | | | Qty: _____ |

DOCUMENTATION SUBMITTED

- ☐ Receipts submitted (cleaning, carpet, pest if applicable) — ☐ Emailed ☐ Included with packet
- ☐ Spectrum modem returned (38th Street Flats residents only)

KNOWN ISSUES & CERTIFICATION

Known issues / items for PM review (optional — does not automatically mean you will be charged):

By signing, I confirm all applicable items above are complete and all access devices have been returned.

Resident Signature

Date

Print Name

Drop-off: Blue Street Property Management · 106 West 38th Street Unit B · Austin, TX 78705
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