

Move Out Guide



Notice to Vacate & Forwarding Address — REQUIRED

Submitting a Notice to Vacate is mandatory under your lease. If you have not already done so, file it here and supply your forwarding address:

[Submit Notice & Address](#) (visit hmtwn.co/notice or scan the QR code to the right)



1. Security-deposit accounting is mailed within 30 days after all keys/access items are returned.
2. One check—payable to the leaseholder you designate on the form—is mailed to the single mailing address you provide.
3. Allow 5-7 additional USPS business days for delivery.
4. Checks will not be split or issued to multiple parties or addresses.

Required Repairs Checklist

This checklist details charges assessed to tenants upon move-out. Tenants must complete all items below to avoid deductions from their security and/or pet deposits. Sub-standard repairs or negligence will result in charges for professional services at tenant expense.

Professional Cleaning Requirement: A licensed/professional cleaning of the entire home is mandatory per your lease. [You can upload paid invoices here](#) or visit hmtwn.co/move-out-invoices or scan the QR code to the right.



Walls & Paint

- ☐ Patch large holes, dents, excessive nail/screw holes; sand smooth, repaint entire wall if touch-up is visible
- ☐ Match original paint colors/sheen exactly; no mismatched touch-ups allowed
- ☐ Remove stickers, adhesive hooks, residue; repair drywall/paint damage

Floors & Carpet

- ☐ Professionally steam-clean carpets; treat stains, odors, pet-related issues (upload receipt)
- ☐ Replace carpets/padding if permanent damage remains after cleaning
- ☐ Repair or replace damaged hardwood, laminate, vinyl flooring
- ☐ Repair or replace cracked/chipped tiles; re-grout/re-caulk as needed

Doors, Trim & Hardware

- ☐ Repair doors off hinges; fix holes, splits, or significant damage
- ☐ Replace broken or missing hardware: door stops, hinges, knobs/levers, hydraulic closers
- ☐ Tighten/resecure all loose cabinet pulls, towel bars, closet rods, fan/light chains

Windows, Screens & Blinds

- ☐ Replace broken window glass; ensure locks are functional
- ☐ Repair/replace damaged or missing insect screens and frames
- ☐ Replace damaged blinds, slats, wands; repair or replace broken lift cords

Lighting & Electrical

- ☐ Replace all burned-out bulbs (interior, exterior, appliance) with correct wattage/type
- ☐ Replace missing/damaged fixture covers/globes
- ☐ Replace smoke detector batteries and ensure detectors function correctly

Plumbing & Bathrooms

- ☐ Replace stained/cracked toilet seats; tighten loose seats
- ☐ Replace missing or loose towel bars, toilet paper holders
- ☐ Repair leaking faucets/showerheads; re-caulk tubs/sinks where necessary

Kitchen & Appliances

- ☐ Clean refrigerator/freezer thoroughly; replace broken or missing parts; set to proper temperature
- ☐ Clean oven and range completely; replace missing or damaged knobs, drip pans, oven racks
- ☐ Degrease vent hood/microwave vent; replace filters if needed
- ☐ Clean dishwasher interior; replace broken racks or wheels
- ☐ Clear garbage disposal jams; deodorize unit
- ☐ Clean washing machine thoroughly; replace leaking hoses or cracked parts
- ☐ Remove lint buildup from dryer trap and exhaust vent; repair/replace damaged knobs or baffles
- ☐ Return all appliance parts, racks, manuals provided at move-in
- ☐ Remove grease from kitchen vent hood; replace saturated grease filters
- ☐ All appliance repairs must be performed by licensed technicians (upload paid invoices)

HVAC

- ☐ Install new HVAC filters dated at move-out
- ☐ Clean return-air vent covers; thermostat undamaged
- ☐ Leave thermostat ON, set to "Auto"
 - May–October: Set A/C at 78°F
 - November–April: Set Heat at 60°F

Plumbing Leaks, Flooding & Water Damage

- ☐ Repair leaks, dripping faucets, running toilets before departure
- ☐ Replace damaged cabinets or flooring from leaks/flooding
- ☐ Repair drywall or ceilings damaged by tenant-caused leaks

Exterior & Yard

- ☐ Fill pet-dug holes; level and reseed/re-sod damaged lawn areas
- ☐ Remove all pet waste, trash, debris from yard

- ☐ Mow, edge, weed-eat lawn; weed flower beds; mulch bare areas
- ☐ Repair pet damage to exterior trim, fencing, gates, screens, posts

Pet-Specific Damage

- ☐ Repair/replace chewed baseboards, trim, doors, window sills
- ☐ Deodorize/treat subfloor where pet urine penetrated; upload professional receipt
- ☐ Professionally remove pet hair from HVAC ducts/returns and home interior; upload receipt

This document outlines tenant responsibilities and potential deductions from security and pet deposits. All repair work requiring licensed professionals (electrical, plumbing, HVAC, structural, gas, roofing) must be performed accordingly; receipts must be uploaded. Charges reflect damages as outlined in your lease agreement and Texas Property Code §§92.101–.109. The landlord reserves the right to final determination of damage assessment and necessary repairs. Itemized statements of deductions will be provided as required by Texas law. Failure to fully complete items will result in professional repairs at tenant expense, deducted from security and/or pet deposits. [Upload all professional cleaning and repair invoices here](#) or visit hmtwn.co/move-out-invoices or scan the QR code to the right.



Utility & Service Disconnection Checklist

Complete each task to avoid additional charges or deductions from your deposit. Tenants are fully responsible for disconnecting all services associated with the property prior to move-out.

Utilities

- ☐ Schedule electricity shut-off for the day after lease expiration
- ☐ Schedule water service shut-off for the day after lease expiration
- ☐ Schedule gas service shut-off for the day after lease expiration
- ☐ Schedule trash pickup cancellation effective the day after lease expiration

Subscription Services

- ☐ Cancel cable or satellite TV services
- ☐ Cancel internet service provider subscription
- ☐ Cancel pest control services initiated by tenant
- ☐ Cancel smart-home subscriptions (smart doorbell, security camera, home monitoring)
- ☐ Upload proof of smart-home subscription cancellation

Important Reminders

- Per your lease agreement, management will **not** disconnect services on behalf of tenants; tenants must personally handle all disconnections and cancellations.
- Any charges billed after lease expiration due to failure to disconnect will be the tenant's responsibility.
- If you have a smart video doorbell (Ring, Arlo, [Alarm.com](https://www.alarm.com), etc), you need to disconnect from the camera(s), cancel your subscription, and provide proof.



[Click here to upload all proofs of disconnection](https://hmtwn.co/disconnect) or scan the QR code to the right or visit this link: hmtwn.co/disconnect

Local Contractors

*The vendors below are offered **only for convenience**. Hometown Management does **not** screen, endorse, or guarantee their licensing, pricing, or workmanship. Verify credentials, insurance, and estimates yourself before hiring. All agreements are strictly between you and the vendor; Hometown Management accepts **no liability** for any work performed.*

Handyman

- Mr. Handyman – 979-571-6112
- Errol Wesley – 979-571-6112
- Hector Garcia – 979-703-9082
- Jordan Denning – 936-870-6768
- BCS Make Ready Pros – 979-450-5740
- All Trade Pros – 979-446-1802

General Cleaning

- Maid Pro (Gene & Jen Curtiss) – 979-260-3539
- Marleny Garcia – 979-739-7844
- Maid in Heaven – 979-777-6945
- Aggieland Clean – 979-587-0712

Moving Companies

- Brazos Valley Moving – 979-776-1800

- D&D Moving & Storage – 979-693-6233
- Crossroads Moving – 979-690-2520

Tile & Carpet Cleaning

- Advantage Hard Surface – 979-218-9111
- Power Clean – 979-571-7142
- Caress Carpet Cleaning – 979-703-9082
- Boller's Carpet Cleaning – 979-777-6968
- Aggieland Clean – 979-676-1777

Plumbers

- Ed Phillips Plumbing – 979-731-1500
- Advantage Water Plumbing – 979-778-6837
- Tim Bailey Plumbing – 979-204-9



Utility Provider Directory

SERVICE	PROVIDER & CONTACT	NOTES / HOURS
City Electric / Water / Sewer / Trash	Bryan Texas Utilities (BTU) – 205 E 28th St, Bryan • 979-821-5700 • btutilities.com	Deposit \$145 electric / \$15 water • Mon-Fri 8-5
	College Station Utilities (CSU) – 310 Krenek Tap Rd • 979-764-3535 • cstx.gov	No deposit • Mon-Fri 8-5
Rural Electric (Co-ops)	MidSouth Electric Co-op – 9409 N Hwy 6 Loop, Navasota • 936-825-5100 • midsouthelectric.com	Office Mon-Fri 8-3
	Navasota Valley Electric Co-op (NVEC) – 2281 US-79, Franklin • 979-828-3232 • navasotavalley.com	Office Mon-Fri 8-5
Rural Water Districts	Wellborn SUD – 4118 Greens Prairie Rd • 979-690-9799 • wellbornsud.com	Closed 12-1 • On-call 24/7
	Wickson Creek SUD – 8770 E Hwy 21 • 979-589-3030 • wicksoncreek.com	
	OSR Water Supply Corp. – PO Box 250, Wellborn • 979-690-6055	Serves rural south Brazos Co.
	Robertson County WSC – 1412 W FM 485, Franklin • 979-828-4721 • rcwsc.com	Serves far-north Brazos Co.
Rural Garbage / Roll-off	B.A.G.S. / Texas Commercial Waste – 1820 N Harvey Mitchell Pkwy • 979-822-5826 • texascommercialwaste.com	Cart & roll-off outside city limits
	Brazos Valley Trash & Recycling (BVTR) – 979-777-8968 • bvtrashandrecycling.com	Weekly rural pick-up & roll-off service

Natural Gas (regulated)	Atmos Energy – 297 N Earl Rudder Fwy • 888-286-6700 • atmosenergy.com	Deposit \$90 (may be waived) – only regulated gas utility
Propane Suppliers	AmeriGas – 2902 Tabor Rd, Bryan • 888-428-9779 • amerigas.com	Residential/business delivery & exchange
	Ferrellgas – 1609 N Texas Ave, Bryan • 979-822-2623 • ferrellgas.com	Local office & delivery
Internet / Cable / Phone (City & Suburban)	Optimum (formerly Suddenlink) – 1440 Texas Ave S, College Station • 844-874-7558 • optimum.com	Store Mon-Sat 10-8, Sun 12-5
	DIRECTV (satellite/stream) • 800-531-5000 • directv.com	24/7 phone & chat
	Frontier Fiber / DSL • 800-921-8101 • frontier.com	Fiber & DSL in select subdivisions
Fixed-Wireless / Rural Broadband	Brazos WiFi / Net Fast Fiber – 979-999-7000 • brazoswifi.com	Fiber & fixed-wireless in rural Brazos Valley
	Rise Broadband / Nextlink – 844-816-9149 • risebroadband.com	Fixed-wireless; availability by address
	<i>Starlink satellite internet also available county-wide – starlink.com</i>	
Septic Services (pumping / repairs)	Advanced Septic Systems, LLC – 979-696-5491 (College Station)	BBB A+ septic contractor
	South Texas Aerobics – 979-690-7341 (Wellborn)	BBB A+ aerobic system service

Utility-Provider Disclaimer

*Utility contacts are supplied strictly for convenience. Availability, rates, fees, and policies are set by each provider and may change without notice. Hometown Management neither controls nor guarantees any utility service, account setup, billing, or disconnection. Tenants are solely responsible for initiating, transferring, or terminating all utility accounts and for confirming any deposits, schedules, or service requirements directly with the provider. Hometown Management assumes **no liability** for delays, charges, or service interruptions.*

Move Out Inspections

A comprehensive inspection was completed by an independent third-party before you moved in. The same company—which works directly for the property owner, not Hometown Management—will inspect the home again after it is vacant.

- Inspection is scheduled only after keys/fobs are returned, [the forwarding address is on file](#), [the unit is professionally cleaned](#), and everyone has vacated the premises.
- Tenants are not present during the inspection and will not be allowed access back into the property after the lease expiration date.
- The inspector compares the move-out condition with the original move-in condition.
- Any damage, repair, touch-up, replacement, or cleaning needed to restore the home to move-in condition will be deducted from your security deposit and, if applicable, your pet deposit.
- If proof of the required professional clean, or any necessary repairs is not uploaded, vendors will be hired on your behalf and the full cost will be deducted from your deposits.

Security Deposit Disbursement

- The property owner finalizes charges after the move out inspection is completed..
- Deductions (if any) are itemized per Texas Property Code.
- Funds are mailed only to the forwarding address you provided in the [Notice & Forwarding Address form](#). (visit hmtwn.co/notice or scan the QR code to the right)
- **Only one person listed on the lease will receive the security deposit refund, it will not be split up amongst tenants, plan accordingly**



Upload Professional Service Invoices

Upload paid receipts for cleaning, handyman, painting, carpet, etc.:

[Upload Move-Out Invoices](#) (visit hmtwn.co/move-out-invoices or scan the QR code to the right)



This guide is provided strictly for convenience. It does not release any tenant from obligations in the signed lease, amendments, or addenda; it does not alter or supersede any landlord rights or remedies provided by those documents or by law. In any conflict between this guide and your lease, the lease controls.