



2914 Main Street
Suite A
Dallas, TX 75226
Phone: (214) 749-4701
Email: info@TXurbandoors.com
Website: www.TXurbandoors.com

On behalf of TX Urban Doors, we would like to thank you for allowing our team to assist you during your tenancy with us. To ensure an easy move out transition, we have compiled a list below to help guide you through the move out process.

Move Out Guidelines

- Address Change Via USPS
- Cancel or Transfer all utilities including Water, Electricity and Gas out of your name. ****Please note, all utilities must remain in your name and active through the entire life of the lease, even if you move out early.
- Remove all ice from the freezer and turn the ice maker off (If applicable)
- Remove all personal belongings from the unit including cabinets, drawers, storage areas and attic.
- Clean outside common areas including patios, garage and carports.
- Clean landscaping including front and back yards. (Pet feces must be picked up and disposed of)
- Replace HVAC Filters and burned out light bulbs
- Shampoo/Clean Carpet throughout and submit invoice to TX Urban Doors
- Be sure there are no pest issues, if so please remedy the issue prior to move out. This would include removal of Wasp or Bee nests
- Clean Unit including but not limited to walls, baseboards, fireplace, appliances, window sills, ceiling fans, light fixtures, tubs/showers, toilets, cabinets and closets.
- Cancel or Transfer Renters Insurance
- All keys including door keys, mailbox keys, facility keys, fobs and garage openers must be returned to the TX Urban Doors main office before the end of your lease.****Please note rent and possible late fees will be charged until keys have been turned in to the main office located at
2914 Main St. Suite A
Dallas, TX 75226.
- Be sure all repairs that you are responsible are completed to avoid any charges.

We would like to thank you again for being such a great neighbor. We wish you well in all your future endeavors.

Sincerely,
TX Urban Doors