



# MOVE-OUT CHECKLIST

Dear Tenant,

Here are a few items to help you make your move-out transition as smoothly as possible.

- ✓ **Keys** (*door keys, garage openers, mailbox*) – *leave in a kitchen drawer and send a picture to Transaction Coordinator (contact info below).*
- ✓ **Utilities** – *ensure all utilities (electricity, gas, water, etc.) are kept in your name until the last day of the lease.*
- ✓ **House Cleaning** – *be sure to clean the house and carpet. No time to clean? Let us know and we can arrange that for you.*
- ✓ **Security Deposit** – *inform us of preferred refund method (refund issued within 30 days per lease),*
  - Electronic Transfer Fund (EFT); secure and direct method*
  - Zelle or Paypal; secure and direct method*
  - Check; third party mailing service is used and mailing time may take 10-15 days*

**If you have any questions, please contact our office at 281-506-2363 during business hours (M-F 8:30am – 5pm) or email us at [tc@cozy-homes.com](mailto:tc@cozy-homes.com). Best of luck in your new home!**

Cozy Homes, Property Management