



NOTICE OF TENANT'S INTENT TO VACATE

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS®, INC. IS NOT AUTHORIZED.
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To: _____ (Landlord)
From: _____ (Tenant)
Re: Lease concerning the Property at _____

A. Tenant's Notice of Intent to Vacate: The above-referenced lease ends on _____ (date).
Tenant will vacate the Property on _____ (Move-out Date).

B. Tenant's Notice of Intent to Terminate Early: Tenant is exercising Tenant's rights under the following subparagraph of Paragraph 25 (Paragraph 28 for all Leases dated on or before January 4, 2026):

- ☐ Military Transfer/Deployment;
☐ Family Violence;
☐ Sexual Offenses or Stalking

Tenant has attached all necessary notices and documentation required under the applicable subparagraph.

MOVE-OUT REMINDERS

- Return all keys, garage door openers, mailbox keys, and other access devices to the Landlord by the Move-out Date.
- Provide written notice of Tenant's forwarding address. If known at this time, please provide below.

Street	City	State	Zip
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- Leave the Property in a clean condition, free of all trash, debris, and any personal property.
- If Tenant's Move-out Date changes, Tenant must notify Landlord immediately and obtain Landlord's approval.
- Tenant must comply with any other Landlord Move-out requirements.
- If Tenant fails to vacate by the Move-out Date, Tenant will be liable for any holdover rent as specified in Paragraph 19 of the Lease (Paragraph 22 for all Leases dated on or before January 4, 2026).
- Landlord's right to place a sign on the Property, show the Property, or place a keybox on the Property remains, pursuant to Paragraph 11 of the Lease (Paragraph 14 for all Leases dated on or before January 4, 2026).

Tenant acknowledges that Tenant remains obligated under the Lease until the Lease is terminated.

Tenant _____ Date _____

Landlord's Acknowledgment of Receipt

Landlord acknowledges receipt of this notice.

Signature _____ Date _____



RESIDENT MOVE OUT GUIDE & CLEANING CHECKLIST

Property Manager
Arleen LaPointe, GRI, TRLP, TRLS

OPTIONS Realty
PO Box 960444
El Paso, TX 79996

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INTRODUCTION

Thank you for being a resident of OPTIONS Realty.

The purpose of this Resident Move-Out Guide and Cleaning Checklist is to explain the move-out process and provide information regarding cleaning standards, property condition expectations, security deposit procedures, utility requirements, and possession surrender requirements.

Please read this document carefully. Compliance with these procedures will help minimize delays, additional charges, and deductions from your security deposit.

The Texas REALTORS® Notice of Tenant's Intent to Vacate form should be completed and submitted according to your lease requirements.

WEAR AND TEAR VS. DAMAGES

To assist you in your move, OPTIONS Realty has provided this document to help explain the move-out process and our expectations regarding the condition of the property when possession is returned.

Security deposits may be used to repair damages for which the Tenant is responsible. Security deposits may not be used for normal wear and tear.

Normal Wear and Tear

Normal wear and tear means deterioration that occurs through ordinary use of the property without negligence, carelessness, accident, abuse, or misuse by the Tenant, occupants, guests, or invitees.

Damage means deterioration caused by negligence, carelessness, accident, abuse, misuse, unauthorized alterations, or failure to maintain the property.

Dirt

Dirt is not considered normal wear and tear. Excessive dirt, grease, grime, pet waste, odors, or unclean conditions may result in charges against the security deposit.

The following incomplete list is intended as a guide to reasonable interpretation of the differences between expected wear and tear from normal residential use and irresponsible, intentional, or unintentional actions that cause damage to a Landlord's property.

EXAMPLES OF WEAR AND TEAR DAMAGES

NORMAL WEAR AND TEAR	DAMAGE
No Holes	Holes from hanging picture frames, shelving, pictures, screws, wall anchors, flat screen television brackets or any other wall hanging that causes damage.
Faded Paint	Spot painting and patching or touch up painting of any kind
Faded caulking around bathtub and tiles	Missing caulking around the bathtub and tiles
Hard water deposits	Buildup of dirt, mold, mildew, or water stains from a preventable or unreported water or drip
Worn out keys	Broken Lost or Unreturned Keys
Loose or Stubborn Door Lock	Replaced, Broken, or Missing Locks

NORMAL WEAR AND TEAR	DAMAGE
Loose hinges or handles on doors	Damage from a door from forced entry, or damage from using feet to open doors
Worn carpet traffic patterns	Torn, Burned, Stained, Missing, Ripped, Scratched, or Snagged Carpet
Linoleum worn thin	Linoleum with tears, chips, or bubbles
Worn countertops due to daily use	Burned, cut, stained, scratched, or water damaged countertops
Stain on ceiling from rain or bad plumbing that was reported as specified on the lease	Stain on ceiling from rain or bad plumbing that was NOT reported as required in the lease.
Stain on ceiling from water damage from a property above the unit	Stain ceiling from mold, mildew or from running water without using the exhaust fan
Drywall cracks from settling	Holes in walls, doors, screens, or windows from misuse, negligence, carelessness, accident or abuse
Faded, chipped, or cracked paint	Unapproved or poor tenant paint job
Loose wallpaper	Ripped or marked-up wallpaper
Worn drapery rod	Broken drapery rod or drapery rod pulled loose from the wall
Faded curtains and drapes	Torn or missing curtains or drapes
Sticky Window	Broken Window
Loose or inoperable faucet handle	Broken or missing faucet handle
Running toilet or wobbles	Broken toilet seat, tank top, or chipped or cracked toilet bowl
Musty Odor	Urine or pet odor throughout unit
Closet bi-fold door off track	Damaged or missing bi-fold door
Non-functioning smoke detector or CO detector that was reported as specified in the lease	Missing or detached smoke detector or CO detector or missing or dead batteries
Non-functioning light fixture	Missing, burnt out, or incorrectly style light bulbs

MOVE-OUT POLICIES AND PROCEDURES

The OPTIONS Realty Move-Out Policies and Procedures are provided for your convenience and to communicate our expectations regarding the move-out process.

Documentation

- If you have not already submitted a Notice of Tenant's Intent to Vacate, you should do so immediately.
 - They must be submitted via the tenant portal or by emailing arleenlapointe41@gmail.com.
 - Once a received, a signed copy will be uploaded to your Tenant account on the OPTIONS Realty Property Management Website.
- All notices must be submitted in writing. Oral notice is not valid and will not be accepted.
- Completed notices may be submitted through the resident portal or as otherwise instructed by OPTIONS Realty.

Strict compliance with all lease notice requirements is required. Tenant or Landlord must provide written notice of termination to the other party will be effective on the last day of the month following the month in which the notice is given. Landlord is not obligated to prorate rent even if Tenant surrenders the property before the termination date.

Review your Residential Inventory and Condition Form completed at move-in. If you did not submit the form within the time required by your lease, the property may be presumed to have been accepted in good condition except as otherwise provided by law or lease agreement.

The Residential Inventory and Condition Form is not a repair request form. Maintenance requests must be submitted through the resident portal.

DOCUMENTATION

Rent

Rent remains due through the lease termination date. Rent for the final month is still due on the 1st of the month. Rent will not be prorated the last month of the lease.

Texas Property Code prohibits a tenant from withholding the final month's rent on the grounds that the security deposit will be applied toward rent.

Security deposits are not rent payments. They are not be used as rent pay your rent through the term of the lease even if you plan on returning your keys early.

Failure to pay rent may result in collection activity, legal action, court costs, attorney fees where permitted by law, and reporting of rental debt.

Utilities

Utilities must remain active through surrender of possession and for ten (10) days afterward unless otherwise instructed by OPTIONS Realty. Do not disconnect utilities early.

Tenants are responsible for disconnecting:

- Internet service
- Cable television
- Satellite television
- Security monitoring services
- Any optional services contracted by Tenant

Satellite dishes installed by Tenant must be removed and all resulting damage repaired. Tenant-installed security systems must be removed and fully disconnected. Tenant must make sure that security system will not sound alarms after they move out of the property.

Cleaning Requirements

Tenants typically underestimate the amount of time it takes to completely clean a vacant property and often do not schedule enough time during their move out to complete the cleaning process. A move out checklist has been provided for your reference.

The property must be surrendered in a clean condition and free of trash, debris, odors, and personal property. Tenants may not abandon property.

Cleaning should be completed after all belongings have been removed from the property. The property should be cleaned to a standard that would allow a new resident to move in immediately.

If you choose to hire a professional cleaning company to clean the property on your behalf, make sure to inspect their work as any work missed will be withheld from your security deposit.

HOUSE CLEANING CHECKLIST

The following areas must be cleaned before possession is surrendered:

Kitchen

- ☐ Clean inside oven
- ☐ Clean stovetop
- ☐ Clean drip pans
- ☐ Clean range hood
- ☐ Clean microwave
- ☐ Clean dishwasher
- ☐ Clean refrigerator interior
- ☐ Clean refrigerator exterior
- ☐ Remove all food
- ☐ Clean countertops
- ☐ Clean sink

Cabinets, Drawers and Shelving

- ☐ Empty all cabinets
- ☐ Empty all drawers
- ☐ Empty all shelves
- ☐ Vacuum all drawers
- ☐ Vacuum all shelves
- ☐ Vacuum all cabinets
- ☐ Wipe all drawers clean
- ☐ Wipe all shelves clean
- ☐ Wipe all cabinets clean
- ☐ Remove shelf paper and liners

Bathrooms

- ☐ Clean toilets
- ☐ Clean sinks
- ☐ Clean tubs
- ☐ Clean showers
- ☐ Clean mirrors
- ☐ Clean medicine cabinets
- ☐ Remove mildew and soap residue

General Interior

- ☐ Vacuum all floors
- ☐ Mop hard-surface flooring
- ☐ Clean baseboards
- ☐ Clean doors
- ☐ Clean door frames
- ☐ Clean windowsills
- ☐ Clean blinds
- ☐ Clean ceiling fans
- ☐ Clean light fixtures
- ☐ Clean closet shelves
- ☐ Vacuum closet shelves
- ☐ Clean closet floors

- ☐ Remove all cobwebs

Laundry Area

- ☐ Clean washer area
- ☐ Clean dryer area
- ☐ Remove lint and debris

Garage and Storage Areas

- ☐ Remove all personal property
- ☐ Sweep floors
- ☐ Remove debris
- ☐ Remove oil stains when possible
- ☐ Remove pet waste

CARPET CLEANING

Carpets should be professionally steam-cleaned after all personal property has been removed. If pets occupied the property, odor treatment may be required. Retain all carpet cleaning invoices.

GARGAGE CLEANING

If your vehicle has leaked oil in the garage or driveway the oil stain must be removed. There are several products available that will accomplish this. If you have a pet and kept them in the garage or they have defecated in the garage, garage floors must be treated for odor and defecation.

YARD AND EXTERIOR AREAS

Tenant must leave all exterior areas in a clean condition.

This includes:

- ☐ Remove trash
- ☐ Remove debris
- ☐ Remove weeds
- ☐ Remove pet waste
- ☐ Mow grass if applicable
- ☐ Trim shrubs and bushes
- ☐ Remove personal property
- ☐ Remove toys and outdoor equipment
- ☐ Clean patios and porches
- ☐ Clean storage sheds

PERSONAL PROPERTY

Do not leave behind:

- Furniture
- Mattresses
- Appliances
- Cleaning supplies
- Hangers
- Firewood
- Pet supplies
- Household goods
- Trash

Any personal property left behind may be removed at Tenant's expense as permitted by law and the lease.

APPLIANCES

- Clean all appliances thoroughly.
- Do not unplug refrigerators supplied with the property.
- Reconnect any appliances originally supplied by the property if removed during occupancy.

LIGHT BULBS

Replace all missing or burned-out light bulbs. Light bulbs must be matching. Mismatched light bulbs will be replaced and charged to Former Tenant. Decorative fixtures should contain matching bulbs of the proper style and wattage.

KEYS, REMOTES, FOBS, AND ACCESS DEVICES

All keys, gate remotes, garage remotes, parking permits, pool passes, fobs, and access devices must be returned as instructed by OPTIONS Realty. Failure to return these items may result in replacement or rekeying charges.

When leaving the property do not lock the keyless locks. The Property Manager will need to get back into the property. If Tenant leaves the keyless locks locked, Tenant will be charged for rekeying the property and any other services that were performed to allow entry into the property. Do not lock keyless entry systems after surrendering possession unless instructed to do so.

MAIL

Submit a change-of-address request with the United States Postal Service. Mailbox keys must be returned to the US Post Office. Forward all mail to your new address. OPTIONS Realty does not accept mailbox keys from Tenants.

SHOWING THE PROPERTY

The property may be marketed and shown to prospective residents or purchasers in accordance with the lease and Texas law. OPTIONS Realty will make reasonable efforts to minimize disruptions.

OPTIONS Realty will notify you using a scheduling service for upcoming appointments for showing the property. Tenants will be notified via telephone and emails listed in your tenant account. Tenants must make sure contact information is up to date.

TENANT COMMUNICATIONS

OPTIONS Realty utilizes online systems for tenant communications.

- Text messages and telephone calls are not accepted for routine maintenance requests.
- HVAC and air conditioning issues are generally not considered emergencies unless required by law or involving an immediate threat to health or safety.
- For police, fire, medical, or public emergencies, call 911.
- For after-hours property emergencies, call 915-478-1145.

VENDOR INFORMATION

Tenants may hire any qualified vendor of their choosing. OPTIONS Realty does not guarantee, endorse, supervise, insure, or warrant the work of any vendor selected by the Tenant. Tenant remains responsible for ensuring all work complies with lease requirements and these move-out procedures. Retain all receipts and invoices.

MOVE-OUT INSPECTION

Move-out inspections occur after possession has been surrendered. OPTIONS Realty will not perform a move out walk-through while you are still in possession of the property.

The property, garage, storage areas, exterior areas, and yard will be inspected for:

- Cleanliness
- Damage
- Missing items
- Unauthorized alterations
- Lease compliance

Photographs, invoices, videos, move-in photographs, and the Residential Inventory and Condition Form may be used during the review process.

You may be charged for any repairs, replacements, or cleaning that you have performed or have authorized to be performed that does not meet our standards.

POSSIBLE CHARGES

Charges may include but are not limited to:

- Cleaning
- Trash removal
- Yard cleanup
- Weed removal
- Carpet cleaning
- Painting
- Rekeying
- Repairs
- Utility reconnection charges
- Missing keys or remotes
- Appliance cleaning

Charges may exceed the amount of the security deposit.

SECURITY DEPOSIT

The Security Deposit Itemization and any refund due will be mailed to the forwarding address provided by Tenant in accordance with the Texas Property Code. Failure to provide a forwarding address may delay processing.

OPTIONS Realty will not provide final deposit information until all inspections, cleaning, repairs, invoices, and accounting have been completed. Security Deposit Itemization will only be sent mail via USPS Certified Mail.



OPTIONS Realty
LET'S EXPLORE

MOVE-OUT TIMELINE

1. Move Out Notice
 - a. Turn in Notice of Tenant's Intent to Vacate
 - b. Give Forwarding Address
2. Move Out Checklist
 - a. Receive Move Out Checklist
 - b. Receive Move Out Policies and Procedures
3. Pack & Move
 - a. Schedule cancelling of all utilities
 - b. Remove security system and satellite dishes
 - c. Notify USPS of forwarding address
4. Clean Property
 - a. Remove all trash and debris from property
 - b. Clean and repair property
5. Inspection Process
 - a. Keys and remotes are turned into Success Realty. Tenant surrenders property.
 - b. Success Realty performs Move Out Inspection.
 - c. Tenant leaves utilities on for first 10 days after property is surrendered.
 - d. Success Realty reviews current condition and compares to past condition with Move-In Photos and Residential Inventory and Condition Form.
 - e. Success Realty orders repairs and cleaning as necessary.
 - f. After repairs are completed and invoices are received, Success Realty completes Itemization of Security Deposit and sends to Tenant's Forwarding Address.
 - i. If Tenant does not provide a Forwarding Address, then statement will be mailed to Property Address.
 - ii. Statement will be mailed via USPS Certified Mail with Return Receipt Signature Required.
6. OPTIONS Realty will upload Tenant Rental History Verification to Landlord Verification Website.
 - a. If Tenant wishes to request a copy for a new landlord, then they can create an account and send Rental History to new landlord. www.rentervibe.com

This process will be completed by the end of the following month.

Rental verification requests will be processed in accordance with
OPTIONS Realty policies and applicable law.

OPTIONS REALTY APPROVED VENDORS

General House Cleaning, Repairs,
Sheetrock Repair & Yard Maintenance

Fernando Mejia

915-630-5391

Mejifer2013@gmail.com

Pest Control

Target Pest Control

915-779-0110

Pet Cleaning Treatment of Artificial Turf

GP Scoops

915-799-9525

www.gpscoops.com

Tenants may hire any or all these companies to make your move out process easier.

OPTIONS Realty does not warranty or guarantee any of these companies.