



OPTIONAL: Move Out with Lockbox Access

With this optional program, tenants may surrender the use of their home by leaving all keys and remotes on top of the kitchen counters and by then sending an email to scott@captexrproperties.com indicating they have surrendered the home and vacated.

YES – I want to sign up for the **Optional Lockbox Move Out for \$25.00**.

- 1) Outgoing tenants are required to place all keys and remotes turned over to them at the beginning of the lease on top of the kitchen counters.
- 2) Outgoing tenants agree to take a picture of the items left behind and email that picture to scott@captexproperties.com. Include the address in the subject line.
- 3) Tenant agrees that by sending a picture of the keys and remotes left in the home to scott@captexproperties.com that this will indicate they are surrendering the home and vacated.

NO – I do not want to sign up for this optional program and will deliver all keys and remotes to **Captex Property Management 4515 Manchaca Rd Ste#100, Austin, TX 78745** between the office hours of 9 AM to 3 PM – or through the 24/7 drop slot labeled David Johnson Realty located on the rear of the building by placing keys and remotes in an **envelope with labeled your property address**.

SECURITY DEPOSIT FAST RETURN: In accordance with the lease agreement and Texas Property Code, the property manager has 30 days from lease end to account for the security deposit in writing. **As an optional program – Captex Property Management can offer a 10 Day Fast Return for \$75.00** to be completed within 10 calendar days from the date of surrender.

Type In “YES” or “NO”: _____ I want to sign up for the Fast Return of Security Deposit to be completed within 10 Days for an **added fee of \$75.00** to be taken out of the total Security Deposit refund.

Tenant Name: _____

Tenant Forwarding Address: _____

4515 Manchaca Rd Ste#100, Austin, TX 78745

scott@captexproperties.com

512-444-1300 ext 304