

MOVE OUT PROCEDURES

In order to avoid additional claims against your security deposit, please review and follow the move out procedures below.

VACATING: At the expiration of this agreement or any extension, TENANT shall peaceably surrender the premises and turn in all keys and any other property owned by LANDLORD leaving the premises in good, clean condition, ordinary wear and tear excepted. TENANT agrees to have the carpeting cleaned professionally upon move-out or will incur a minimum cleaning charge for the above referenced flooring to be deducted from the security deposit in the amount of \$250.00. In the event all keys are not returned upon move-out, there will be a minimum charge to be deducted from the security deposit in the amount of \$75.00. In addition to any cleaning charges or any other charges due under the terms of this lease, TENANT agrees to a mandatory minimum unit cleaning charge to be deducted from the security deposit in the amount of \$300.00.

- 1) Reside in the property for the full term of your rental agreement unless termination is approved.
- 2) Provide a written notice of intent to vacate sixty (60) days prior to vacating/lease end
- 3) No damage to property beyond normal wear and tear. DO NOT spackle holes in walls. Touch up paint must match or deduction may be warranted.
- 4) We recommend using the items below as a checklist, as we do when inspecting the property for move outs. Please note the mandatory cleaning fee in lease is NOT OPTIONAL- The office will use the property condition report which was filled out by you when you first occupied the property. If the items below are not cleaned, you may incur more than the minimum cleaning charge. The mandatory cleaning deduction will handle the remaining items (blinds, baseboards, light fixtures, ceiling fans, deep clean & pull out of appliances etc.) Any additional cleaning which must be done in the unit and or the actual cost of repair or replacement of any damaged items in the unit will be charged to the vacating tenant. Please refer to your lease for all tenant responsibilities (septic, water softener etc)
 - Unit must be completely free of trash including garage, ALL garbage/recycle cans, interior/exterior and curb- if garbage/recycle pick up falls after your move out date you need to arrange to have the cans emptied by 6pm on lease end date.
 - Appliances must be emptied and wiped down
 - Cupboards, drawers, kitchen counters & sinks must be emptied and wiped down
 - Bathroom(s) to include tub, tub tile, sinks, toilets, plumbing fixtures, mirrors, exhaust fans and closets must be wiped down
 - Patio, deck, garage must be swept and free from debris and trash
- 5) Light bulbs must be in working order
- 6) AC filters must be clean and/or replaced
- 7) All smoke detectors must be left in working condition
- 8) Mow lawn if applicable, and remove all debris from yard; make sure lawn is free of any pet waste
- 9) Carpet is to be commercially shampooed when you move out by a professional TRUCK MOUNTED STEAM CLEANING UNIT. If you arrange carpet shampooing, please provide us with a copy of the receipt, otherwise we will schedule the work to be done and deduct from your security deposit per your lease. Please note Rug Doctor cleaning is not considered professional steam cleaning. **If the carpet clean is not sufficient additional charges may occur; we advise asking for additional treatment on any stains or if pets are present.** We recommend using Logan Carpet Cleaning to assure that there are no issues. Please call Bob at (407)-873-2471
- 10) Have no unpaid late charges, or delinquent rent. Any unpaid account balance will be turned over to collections.
- 11) Return all keys to our office by lease end date by 6pm and leave garage openers at the property. You will be charged rent until keys are returned to the office. **DO NOT LEAVE KEYS AT PROPERTY UNLESS INSTRUCTED TO DO SO BY MANAGEMENT.**
- 12) Utilities must be on for moveout inspection- to avoid additional charges please schedule utility disconnect 48 hours from key drop off.

Please be assured that it is not our policy to keep your deposit without good reason. We hope that you will leave the property clean and undamaged so that we can refund your deposit. If you have any questions, please call the office. Inspections are not performed with tenants. We will inspect the property within 24-48 hours after you turn in your keys. **The unit must be completely vacant and cleaning finished for the inspection to be done, if this is not done the inspection will have to be re-scheduled at the convenience of the CFRMgmt representative doing the inspection**