



Trusted Tenant,

In order to accomplish as smooth a transition as possible please read through this letter.

You are hereby notified that your move out inspection will be done by the property manager within 3 business days after move out. If there are no problems and the house is in good shape, you can expect your deposit refund within 30 days of the inspection. If there are repairs or cleaning that needs to be done, we will send you a certified letter detailing the costs that will be deducted from your deposit.

You are expected to complete your moving and cleaning and return the keys by 12:00 p.m. (Noon) on the day you have stated in your "Notice of Intent to Vacate", or final day of the "**Residential Lease Agreement**" in order to avoid any scheduling problems or additional rent charges. **You will be charged rent for each day the keys are not turned in past the last day of your lease or vacate date.**

Our address is 1851 Golden Eagle Way, Ste 40, Fleming Island, FL 32003 - **this is where you need to bring the keys, remotes, amenity cards, etc.** There is a **dropbox** located at the bottom of the front door.

Your deposit will be charged for any non-returned items. Please remember all house keys, mailbox keys, garage door keys and remotes, parking passes, gate passes, pool passes or any other keys or passes associated with your property. Please label your keys. We usually have several sets of keys being dropped off every month. If we are unable to determine what property the keys belong to, you will be charged rent until they are identified.

If you have set up an auto payment for your rent each month, it is important that you go to your Tenant Portal and **Delete Your Automatic Rent Payment.** We are not able to do this for you. To completely delete your auto payment, click **Delete** in the **Schedule Payments** section on the Home or Payments tabs.

PLEASE LEAVE UTILITIES ON FOR 3 BUSINESS DAYS AFTER YOU MOVE OUT. If utilities are not on, we cannot complete your inspection and must go back out

after we turn utilities back on. There will be a **\$85 service fee** if we have to go back out.

Reminder: We DO NOT collect last month's rent up front. You are responsible for paying last month's rent.

To assist us in making refunds to you promptly, we ask that you review the security deposit section of the "Residential Lease Agreement" you signed when you moved in. This will clarify the refund procedure and explain any additional charges which you may have incurred.

For more information pertaining to cleaning your rental property, please use the following checklist (included below). It will help as a guideline of what needs to be done to get the house ready for inspection at move out.

If you have any questions, please do not hesitate to contact your assigned property manager.

Thank you for renting with us!

Tenant Move Out Checklist

Please use this checklist as a guide as you complete your Move Out Clean

KITCHEN	BEDROOMS	1	2	3	4	5
Clean Dishwasher- inside and out	Wipe down touch areas on walls and trim					
Clean Stove/Oven inside and out	Dust walls in corners					
Replace Drip Pans/Rings if needed	Clean and dust Baseboards					
Clean Range Hood -including filter	Clean window frame and sills					
Clean Microwave- inside and out	Clean and dust all blinds					
Refrigerator inside Clean all shelves & drawers	Clean Closet- shelves ,door & floor					
Refrigerator- Clean top & sides- Vacuum vent	Floors swept and mopped					
Cabinets- clean inside drawers and cabinets	Carpets Professionally cleaned					

Cabinets- Wipe down outside doors & sides	Dust Light Fixtures/Ceiling Fans					
Clean Counters & backsplash	Clean tracks of sliding door					
Clean sink, faucet and drain						
Wipe down touch areas on walls and trim						
Dust walls in corners						
Dust Light Fixtures/Ceiling Fans						
Clean Pantry- shelves ,door & floor	BATHROOMS	1	2	3	4	5
Clean window frame and sills	Clean Bathtub & shower doors					
Clean and dust all blinds	Clean Shower Stall					
Clean and dust Baseboards	Clean toilet and floor around it					
Floors swept and mopped	Cabinets- clean inside drawers and cabinets					
Clean tracks of sliding door	Cabinets- Wipe down outside doors & sides					

LIVING ROOM	Clean Sinks & faucets					
Wipe down touch areas on walls and trim	Clean Mirror					
Dust walls in corners	Wipe down touch areas on walls and trim					
Clean and dust Baseboards	Dust walls in corners					
Clean window frame and sills	Clean and dust Baseboards					
Clean and dust all blinds	Clean window frame and sills					
Clean Closet- shelves ,door & floor	Clean and dust all blinds					
Floors clean/ Carpets Professionally cleaned	Clean Linen Closet- shelves ,door & floor					
Dust Light Fixtures/Ceiling Fans	Dust Light Fixtures/Ceiling Fans					
Clean Fireplace	Floors swept and mopped					
Clean tracks of sliding door						

DINING ROOM	LAUNDRY ROOM
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Wipe down touch areas on walls and trim	Wipe down touch areas on walls and trim	
Dust walls in corners	Dust walls in corners	
Clean and dust Baseboards	Clean and dust Baseboards	
Clean window frame and sills	Clean window frame and sills	
Clean and dust all blinds	Clean and dust all blinds	
Clean Closet- shelves ,door & floor	Clean Closet- shelves ,door & floor	
Floors swept and mopped	Floors swept and mopped	
Carpets Professionally cleaned	Dust Light Fixtures/Ceiling Fans	
Dust Light Fixtures/Ceiling Fans		
Clean Fireplace		
Clean tracks of sliding door	GARAGE	
FAMILY ROOM	Sweep Clean	
Wipe down touch areas on walls and trim	All trash removed	

Dust walls in corners		Install a New AC filter	
Clean and dust Baseboards			
Clean window frame and sills		PORCH	
Clean and dust all blinds		Sweep floors	
Clean Closet- shelves ,door & floor			
Floors clean/ Carpets Professionally cleaned		EXTERIOR	
Floors swept and mopped		Mow lawn	
Carpets Professionally cleaned		Weed flower Beds	
Clean Fireplace		Edge	
Clean tracks of sliding door		Trim shrubs	
		Remove all personal belongings and trash	
ADDITIONAL ROOMS		Replace any broken sprinkler heads	
Wipe down touch areas on walls and trim			

Dust walls in corners		
Clean and dust Baseboards		
Clean window frame and sills		
Clean and dust all blinds		
Clean Closet- shelves ,door & floor		
Floors cleaned - swept & mopped		
Carpets Professionally cleaned		