



Moving? We want that process to be as easy as possible. Therefore, several things should be kept in mind:

1. You should have all your personal property removed from the premises and all other items required by the Lease Agreement should be completed by your move-out date.
2. Return all keys and garage door remotes (where applicable) to the office immediately upon vacating the premises. You are not considered as having moved out until your personal property has been removed and the keys have been returned to the office.
3. When returning your keys to the office, provide in writing your forwarding address and a phone number where you may be reached.
4. We will schedule a checkout inspection of the premises within 48 business hours after the return of your keys. It is not necessary that you be present for the checkout inspection. I will follow up with you after the inspection is completed.
5. We will notify you in writing regarding the results of the checkout and the return of your deposit, so a forwarding address is important.

We are repeating for your benefit the section of the Lease Agreement that speaks to your move-out and the return of your deposit.

RETURN OF SECURITY DEPOSIT:

- A. Full term of the lease has expired and the Tenant has complied with all other provisions in the Agreement.
 - B. No damage to the premises or its contents beyond normal wear and tear is evident.
THIS DOES NOT INCLUDE DIRT AND WASTE.
 - C. The entire dwelling, appliances, closets, and cupboards are **clean and free from** insects, the refrigerator is defrosted, and all debris/rubbish has been removed from the premises and disposed of properly.
 - D. The carpets have been PROFESSIONALLY cleaned (and actually are clean) and left in satisfactory condition and repair.
 - E. Air conditioning system has been left clean and in satisfactory condition, and the filter has been changed.
 - F. Lawn has been cut and edged, shrubs trimmed, and debris properly removed from the premises.
 - C. Where pets are involved, the premise has been treated for fleas.
 - H. A checkout has been made with the Landlord.
 - I. All unpaid sums have been paid, including late charges, pet fees, delinquent rents, etc.
 - J. All keys have been returned.
 - K. A forwarding address has been left with the Landlord.
4. As a guide to assist you in knowing what is expected in the cleaning process we are enclosing copies of our “Cleaning Standards” and “Cleaning Checklist.”

5. Often tenant's request that we arrange for the professional carpet cleaning since that is usually the last item to be done. We are willing to do that but the cost will be deducted from your security deposit. Please call me if you want me to schedule this service. If you choose to arrange the cleaning yourself keep in mind the lease requires two things: a) The cleaning must be done by a *professional* carpet cleaner, and b) the carpets must *actually be clean*. Sometimes tenants hire vendors who do an unsatisfactory job and the tenant ends up paying twice, once to the vendor they hired, and later a claim against the deposit for re-cleaning. If that happens you will not be given credit for the cost of an unsatisfactory cleaning job.
6. We are enclosing a copy of your check-in form that will be the guide for our checkout inspection. If you failed to complete and return the form or provide some other written statement of the condition of the premises at the time of your move-in your lease states the following: "**CONDITION OF THE PREMISES:** Tenant agrees to accept said dwelling and all furnishings and appliances therein as being in good and satisfactory condition unless a WRITTEN STATEMENT of any defects is delivered to the Landlord within THREE (3) DAYS after Tenant takes possession. A Check-in/Check-out Form has been provided for this purpose."
7. We will begin advertising the property for rent again. As we receive inquiries I may call you to arrange a mutually convenient time to show the property. Both your Lease Agreement and Florida state law requires reasonable accommodation for showing. My desire will be to cause as little inconvenience for you as possible so we thank you in advance for your cooperation.

My goal is for your move-out to be as quick and pleasant as possible and for you to receive back all of your deposit. If you will follow the guidelines I have outlined for you that goal is within reach. Should you have any questions please do not hesitate to call me.

Sincerely,

FlaRent, Inc

1488 Seminola Boulevard, Casselberry, FL 32707 Office: 407-339-5797 / Fax 407-339-6763

Your forwarding address is important for the return of your Security Deposit. Florida Statutes provide that your Security Deposit Notice be sent by certified mail to your last known address. If you do not provide a forwarding address, we must send the Security Deposit Notice to the premises address you are vacating – and it may not reach you.

Your security deposit refund will be in the form of one check made payable to all Tenants who signed the Lease Agreement.

Please complete the form below and return it with your keys to the office immediately upon vacating the premises.

PREMISES ADDRESS _____

TENANT(S)NAME _____

FORWARDING ADDRESS _____

CITY, STATE, ZIP _____

PHONE (S) _____

DON'T FORGET TO TURN IN YOUR KEYS!

Contractor shall meet the following standards:

1. **DUSTING:** A properly dusted surface is free of all dirt, dust, dust streaks, lint, and cobwebs.
2. **SWEEPING:** A properly swept floor is free of all dirt, dust, grit, lint, and debris, except embedded dirt and grit.
3. **SPOT CLEANING:** A surface adequately spot-cleaned is free of all stains and deposits and is substantially free of cleaning marks.
4. **FLOOR MOPPING:** A satisfactorily damp mopped floor is without dirt, dust, marks, film streaks, debris, or water.
5. **SCRUBBING:** Scrubbing is satisfactorily performed when all surfaces are without embedded dirt, cleaning solution, film, debris, stains, marks, and standing water, and the floor has a uniformly clean appearance.
6. **WALL WASHING:** Walls are considered clean when the surfaces of the walls have a uniformly clean appearance, free of dirt, lint, visible fingerprints, stains, cleaning marks, streaks, and graffiti. Painted surfaces must not be damaged. Hard-finished, glazed ceramic tile surfaces must be bright and free of film, streaks, and deposits.
7. **LIGHT FIXTURE CLEANING:** Light fixtures are considered clean when all components, including bulbs, tubes, and adjacent surfaces, reflective and otherwise, are without insects, dirt, lint, film, and streaks. All lenses that have been removed are to be reinstalled immediately per specification.
8. **PLUMBING FIXTURE AND DISPENSER CLEANING:** Plumbing fixtures and dispensers are clean when they are free of all deposits and stains, and have no dust streaks, film, odor, or stains on them.
9. **METAL CLEANING:** Metal surfaces are clean when they are free of deposits or tarnish, and have a uniformly bright appearance. Cleaning agents must also be wiped off the adjacent surfaces.
10. **GLASS CLEANING:** Glass is clean when all glass surfaces are without streaks, film, deposits, and stains, and have a uniformly bright appearance. Adjacent surfaces must also be wiped clean.
11. **WAX REMOVAL / APPLICATION:** Wax removal is satisfactorily accomplished when all wax is removed from surfaces down to the floor material; the floor is left free of all dirt, stains, deposits, debris, cleaning solution, and standing water; and the floor has a uniform appearance when dry. Application of wax shall be complete when a thin, evenly applied layer of wax is clear and dry and ready for buffing to a uniform, glossy appearance.

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ADDRESS OF PROPERTY: _____

CHECK EACH ITEM COMPLETED:

- _____ Clean fans and light fixtures. Replace all missing/burned out bulbs.
- _____ Sweep Away all spider webs around walls and windows.
- _____ Clean dirty spots off walls, doors, and door casings.
- _____ Clean baseboards.
- _____ Vacuum carpets.
- _____ Sweep and mop with cleaner/disinfectant all non-carpeted floor areas.
- _____ Wash all windows, inside and out.
- _____ Sweep patios, carport/garage, and all walk and driveway areas.
- _____ Dust and wipe all closet shelves.
- _____ Vacuum closet door tracks and sliding door tracks.
- _____ Vacuum air conditioner/furnace unit, closet, and all air conditioner grill vents. Clean or replace A/C filter.

_____ **Kitchen:**

1. Clean stove completely: oven, top burners (including underneath), drip pans (replace if necessary), sides, and floor underneath.
2. Clean refrigerator: inside, outside (including top), floor underneath.
3. Clean cupboards: wipe all inside areas with disinfectant, make sure outside is clean and free of any grease residue.
4. Floor: sweep, **mop** with disinfectant cleaner.
5. Dishwasher: clean inside and front.

_____ **Bathrooms:**

1. Clean with disinfectant: shower, bathtub, lavatory, toilet, and all tile, making sure all soap scum is removed.
2. Wipe inside of cupboards, clean mirrors.
3. Sweep and mop floors with disinfectant.

_____ Bag all trash and place a curbside for pickup.

_____ Other work performed: _____

Name (please *print*) _____

COMPLETION DATE: _____

Signed: _____

AMOUNT: _____

Address: _____

Phone: _____

City, State, Zip: _____