

MOVE OUT PROCEDURES

Lease Addendum

Notify the landlord's Representative of the exact date of your vacating the apartment and the date of utility turn off. Lou Fiola at 239-410-5325, Return keys, including mailbox or garage key (if Applicable), and receipt for carpet cleaning to the Landlord on move out day. Delayed key turn-in will constitute occupancy and additional rent will be due.

Provide your new address & telephone number to the landlord.

Report all known problems or repairs necessary.

Inspection will be made 1 to 3 working days after keys are returned. If any additional repairs or cleaning is required, you will be notified by phone, at which time you may elect to correct the problem.

The entire security/cleaning/rental deposit will be refunded to the tenant within fifteen (15) days after tenant's normal lease termination or vacating of premises, which ever comes last, if the property is left in move-in condition and all rents are paid to current date, as per lease agreement. If condition is not acceptable by the Landlord, the balance of the deposit will then be returned within thirty (30) days, allowing time for repairs etc. The security/cleaning/rental deposit's refundable amount will be prorated accordingly. If the property is left in less than acceptable condition, AND any rents are not paid in full as per The Florida State Landlord and Tenant Law (F.S. 83.49 (3)).

Interior:

- Remove all trash and articles from the interior of the unit and stack neatly at the street.
- Carpets must be professionally cleaned.
- Nail holes must be patched, do not touch up paint
- Walls, baseboards and window and sills wiped and cleaned
- Ceiling fans dusted and wiped
- Light fixtures wiped and bulbs replaced if needed.
- Floors moped
- Verticals & blinds dusted and wiped
- Interior windows & sliding glass doors cleaned

Kitchen:

- Appliances must be cleaned thoroughly
- Refrigerator must be cleaned inside and out. You must pull forward and clean the floor.
- Stove/oven must be cleaned inside and out. Pull forward and clean the floor.
Replace/clean the drip pans
- Pantry shelves wiped

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Bathrooms:

- Fixtures must be cleaned/sanitized
- Cabinets must be cleaned inside and out
- Mirrors wiped

Exterior:

- Place all trash in plastic bags and place out at normal trash pick-up location.
- Place any discarded furniture at normal trash pick-up location.

DEDUCTIONS FROM THE SECURITY DEPOSIT IF NOT CLEANED:

Stove and Oven	\$50.00	Tubs/Showers	\$50.00
Dishwasher	\$25.00	Sinks/Toilets each	\$25.00
Stove Hood	\$25.00	Carpets/Floors per room	\$55.00
Refrigerator	\$50.00	Trash/Debris in unit	\$75.00
Drawers, cabs	\$50.00	Windows each	\$10.00
Counter Tops each	\$15.00	Fans each	\$15.00
Walls, doors, switches, knobs, trim each			\$15.00
Tile Floors			\$50.00
Driveway Stains			\$35.00
Lawn Cutting N/A			\$70.00
Exterior Clean up, debris trash out etc			\$25.00

THE APARTMENT/HOUSE SHOULD BE CLEANED AS IF YOU WERE MOVING IN, NOT MOVING OUT.

All rents must be paid in full as per lease. Thank You

Landlord (Representative)

Tenant

Date _____

Date _____

Tenant

Unit# _____

Date _____