

MOVE-OUT GUIDELINES

Dear Residents, we have received your 30-day notice of intent to vacate the property you currently occupy. Please refer to your lease for specific requirements regarding move-out procedures and final inspection standards. The following guidelines are provided to assist you in preparing the property and help ensure a smooth return of your security deposit.

1. Outstanding Balances: All outstanding balances must be paid in full prior to move-out. Unpaid balances are reported to credit bureaus.

2. Cleaning and Property Condition: The property must be returned in clean, move-in ready condition consistent with its condition at the time of move-in, ordinary wear and tear excepted.

For purposes of this requirement:

- “Clean” means free of dirt, dust, grime, grease, stains, debris, odors, and neglect
- “Move-in ready condition” means a condition suitable for immediate occupancy without additional cleaning by the Owner or Manager
- “Normal wear and tear” includes minor scuffs, carpet traffic patterns, and cosmetic aging associated with ordinary use of the property

Cleaning requirements include, but are not limited to:

Interior Cleaning:

- Professionally clean carpets and provide a receipt. After cleaning, run the HVAC system and ceiling fans for at least 24 hours to help dry them quickly and prevent damp carpet odors. For convenience, here’s a list of our preferred floor/carpet: The Carpet Clinic (850-479-4642), ServPro (850-466-3076), and ProClean (850-484-8500).
- Remove all trash, debris, and personal items.
- Clean all appliances inside and out, including the oven, burner pans, and refrigerator (including behind the unit), and empty the ice maker.
- Empty and clean all cabinets and drawers.
- Dust fan blades and light fixtures, and ensure all light fixtures have working bulbs of proper wattage.
- Clean baseboards throughout.
- Clean any wood and ash out of the fireplace (if applicable). For convenience, here’s a list of our preferred cleaners: Dana Covington (850-776-0987), Roxana Mesa (850-227-4501)
- Replace HVAC air filter with a clean filter.
- Patch, texture, and touch up paint all nail holes or wall damage to match existing color and finish.

Using our preferred vendors, who are familiar with our properties and expectations, helps ensure they will return if it is determined that they overlooked anything, whereas other vendors may not.

Exterior Cleaning:

- Mow, edge, and rake yard
- Trim bushes/shrubs to original size at move-in
- Edge and sweep all concrete, including curb, driveway, walkways, porch, patio, and garage (mop epoxy garage floor, if any)
- Clean gutters
- Restore flower beds and mulch to move-in condition
- Remove all trash, debris, and personal items

Special Items (if applicable):

- Pool must be cleaned and chemically balanced
- Hot tub must be drained and cleaned
- If pets were present, the home must be professionally treated for fleas, and a receipt must be provided.

3. Utilities: Utilities must remain on for a minimum of three (3) business days after move-out to allow completion of the inspection. Failure to do so may result in additional charges for re-inspection if required.

4. Forwarding Address & Account Updates: Please provide a forwarding address for your security deposit refund. You are also responsible for forwarding your mail and updating your address with any delivery services or subscriptions. Do not forget to cancel autopay through your tenant portal.

5. Keys and Access Devices: All keys, remotes, and documentation must be returned to the office at 5900 N. 9th Ave., Pensacola, FL 32504 no later than midnight on the lease expiration date to avoid additional rent charges. After-hours drop-off is available via the secure drop box.

6. Security Deposit Accounting: Security deposit disposition will be processed in accordance with Florida Statutes §83.49 and provided within thirty (30) days of lease termination.

This document is intended as a general guide and does not replace or override the lease agreement. If there is any conflict, the lease shall control.

We appreciate your residency with Brock Properties, Inc. and wish you the best in your next home.

Sincerely,

Michael R. Brock
Portfolio Manager
mike@brockproperties.com
850-494-2449 office

TENANT'S RETURN OF POSSESSION

THE UNDERSIGNED TENANT(s) HEREBY AGREES THAT HE/SHE/THEY HAVE COMPLETELY VACATED THE PREMISES KNOWN AS _____.

I/We further acknowledge that we are hereby returning: all _____ keys, and _____ garage door openers in our possession of the former rental dwelling listed above along with receipts for _____ Carpet cleaning and _____ Pest Control defleaing, if applicable.

I/We hereby request that the property manager/owner to inspect our former rental dwelling as soon as possible. Utilities are set to turn off on _____, 20____, which is at least 3-business days (excluding weekends and holidays) following return of possession as required by lease.

Our forwarding address is: _____

Our telephone numbers are: _____

Granted this _____ day of _____, 20_____

Vacating Tenant – Signature

Vacating Tenant – Print Name

Vacating Tenant – Signature

Vacating Tenant – Print Name

Vacating Tenant – Signature

Vacating Tenant – Print Name

NOTE: Drop this form off along with the keys, openers, and applicable receipts at our office located at **5900 N. 9th Ave. Pensacola, FL 32504** by midnight of lease expiration to avoid daily rent charges. There is a drop slot for use after-hours.

This form provided by:
THE LAW OFFICES OF HEIST, WEISSE & LUCREZI, P.A.
1-800-253-8428