

Brock Properties, Inc.
REALTORS®
www.BrockProperties.com

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 instructions on preparing the property for the final inspection. Listed below are some general guidelines for you to follow to ensure a smooth return of your security deposit.

1. Pay any outstanding late fees, repair bills, rents, pet fees, etc. Unpaid balances are reported to all three credit bureaus and a collection agency.
2. Clean the entire house both inside and out:
 - a. Professionally clean carpets and provide a legitimate receipt. Run AC or Heat and fans appropriately immediately following steam cleaning for a minimum of 24-hrs to prevent the damp carpet from developing an odor. Companies we recommend; The **Carpet Clinic 850-479-4642**, **Servpro 850-466-3076**, and **ProClean 850-484-8500**. The Cleaning company we recommend is **Squeakin' Clean 850-206-7272**. Using companies that we recommend helps ensure they will return if we determine the work is not satisfactory. Otherwise, using companies that do not typically work with Brock Properties runs the risk they might not return at no charge.
 - b. Clean Appliances inside and out, leave the oven burner pans new or like-new, empty the ice maker, and clean behind the fridge.
 - c. Leave all lights working with proper wattage bulbs and fan blades dusted.
 - d. Leave all baseboards clean.
 - e. Clean inside of all cabinets and drawers.
 - f. Leave a fresh air conditioning filter in the unit.
 - g. Clean out the fireplace, if applicable.
 - h. All holes in walls (nail holes or others) must be patched, textured and painted to match.
 - i. Leave the yard mowed, raked, with driveway, walkways, and streets edged.
 - j. Restore flowerbeds and mulch to the condition received at move-in. You can request pictures from the office via email if needed (mike@brockproperties.com)
 - k. Leave bushes and shrubs trimmed to the size received.
 - l. Clean out all roof gutters.
 - m. Remove all trash and debris from the property.
 - n. Sweep out the garage, porch, patio as well as the driveway and all walkways.
 - o. If applicable, leave pool clean and chemically balanced.
 - p. If applicable, leave hot tub drained and cleaned.
 - q. If you own a pet, professionally treat the house for fleas by a Pest Control company and provide a receipt as required by the lease. We recommend Rocky's Pest Control at 850-456-7455 or 850-380-5408.
3. Leave utilities on a minimum of three (3) business days after move out to facilitate the inspection and return of your deposit. Not doing so will result in a charge to reinspect the property, if necessary.
4. Provide forwarding address for the mailing of your deposit. **Don't forget to forward your mail and change your default address for delivery sites like Amazon! Also, remember to log into your tenant portal and cancel your autopay.**
5. Drop off the keys, openers, and 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.

The property will then be inspected, and you will receive information concerning your deposit within thirty (30) days. This form is not intended to be an exhaustive list but rather a helpful guide for getting back all of your security deposit. The cost is high if we have to do any of the work listed above, as we are required to hire Licensed and Insured Contractors. If we can be of any assistance, please call our office or email questions to mike@brockproperties.com.

We have enjoyed your stay with Brock Properties, Inc. and wish you the very best!

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