



1614 COLONIAL BLVD., SUITE 102 FORT MYERS, FL 33907
OFFICE: (239) 936-1320
WWW.MALTREALTY.COM

DATE

NAME

ADDRESS

Re: Move-Out Guidelines

Dear **TENANT**,

This email serves as a review of the move-out guidelines with Malt Realty.

Our office is pleased to offer you carpet cleaning and/or tile grout cleaning services (if applicable) at our discounted rates. Typically the average charge for a two bedroom for carpet cleaning is approximately \$150.00-\$200.00. Please note that this is an estimate and could change depending on the condition of the carpet. To take advantage of the carpet or grout cleaning services, please let Malt know in advance of your vacate date. If you decide to have the carpets professionally cleaned and/or tile grout cleaned yourself, a professional receipt must be submitted when you return the keys.

If you would like for us to provide pricing on housekeeping services, let us know and we can provide this to you as well. All you need to do is leave your rental property broom clean and take out your trash, we will take care of the rest.

The charges for carpet cleaning and housekeeping must be paid in advance and cannot be deducted from your security deposit.

All keys, remotes and swipe cards must be returned on or before your scheduled move-out date along with your forwarding address. If you would like to return these items after office hours, we have a slot in our front door for your convenience. Please be sure that you have these items in an envelope with your name and address. Should you choose to vacate early, you must leave the utilities on until your scheduled move-out date or lease end date.

Below is a list of the most common charges that may be imposed on a security deposit. This is a guideline only:

- ☐ Professional carpet and/or tile-grout cleaning
- ☐ Replace stove drip pans/rings
- ☐ Door stops
- ☐ Replace burnt light bulbs
- ☐ Screens
 - ☐ Stained toilet seats
 - ☐ Patch and sand holes
 - ☐ Replace the air filter in A/C unit
 - ☐ Missing, taped or cracked vertical slats
 - ☐ Replace batteries in beeping smoke detectors
 - ☐ Missing or cracked switch plate covers
 - ☐ Courtyard/Lanai clean up; including weeds and plant pruning
 - ☐ Cleaning and sweeping of garage, carport or shed

Housekeeping to include:

- ☐ Fans and light fixtures
- ☐ Baseboards, window sills and window/door tracks
- ☐ Stove, oven, microwave and refrigerator
- ☐ Interior sides of dishwasher and dishwasher drain
- ☐ Blinds
- ☐ Interior of cabinets and drawers

Per your Lease Agreement, Malt Realty is holding your deposit against any potential damage to the rental property.

Full Refunds: If there will be no damage claims to your Security Deposit, a check will be issued within 15 days and mailed to your forwarding address or your last known address.

Damage Claims: Should we need to make a claim against your deposit, the State of Florida allows **30 days** to send a certified letter informing you of the estimated charges to be held from your security deposit from the date you vacated. The Certified letter will be mailed to the forwarding address or your last known address you have provided Malt Realty. Your vacate date is considered the date you provide keys to Malt Realty. Should you not turn in keys on your scheduled move-out date, there will be a charge of \$100 per day for holding over the rental home.

Objections: Any objection you may have must be provided in writing to Malt Realty at maintenance@maltrealty.com within 15 days of the date of your certified letter. Once an objection letter is received, Malt will review your file with the owner(s). The final tenant charges will be mailed (via standard U.S. Mail) within 30 days of the objection letter being received.

Acceptance of Claim: If you do not dispute the estimated damage claim, please contact Malt Realty at 239-936-1320 to request the balance of your security deposit.

We thank you for your tenancy!

Malt Maintenance