

MOVE-OUT INSPECTION AND REQUIREMENTS

By turning in your keys, you certify that you have fully vacated the property and will not be returning.

Please provide a front door key in the lockbox or lock the key in the house. Then let us know that everyone has vacated the property. You will already be working with your dedicated team, Client Services.

To get your deposit back, please follow this general guide:

- ❑ **Personal Items:** Remove all personal items and trash from the house, garage, porch and yard.
- ❑ **Remotes:** Leave all additional remotes and cards in a drawer in the kitchen.
- ❑ **Clean:** The house should be left at a professional level of cleanliness.
 - Appliances: Clean all appliances thoroughly. Make sure to clean all areas above and around the appliances.
 - Floors: Mop all vinyl and tile floors. Remove all stains and superficial marks.
 - Carpet: Vacuum and then professionally clean the carpets (leave a receipt on counter top) to include removing stains from carpets. See Carpet Valle flyer for our discount.
 - Walls: Carefully wipe down walls, doors, baseboards (that are painted with gloss or semi-gloss); pay special attention to areas around light switches, hallways, doorways and baseboards.
 - Lights and ceiling fans: Make sure all lights and ceiling fans are cleaned thoroughly.
 - Windows: Clean all windows, window sills, blinds. Secure all screens.
 - Bathrooms: Clean and disinfect the bathrooms thoroughly.
- ❑ **Damages and bulbs:** Make all needed repairs to everything which has been damaged during your tenancy including appropriate replacement of burned out or missing lights.
- ❑ **Lawn:** Mow, trim, edge and water the yard prior to check-out. If you have basic lawn care included, please make sure to water or set the irrigation on an automatic setting.
- ❑ **Paint:** Spackle any holes in the walls that are larger than the size of a dime. Painting will be charged based on damages beyond normal wear and tear.
- ❑ **Pets:** Repair or have repaired any damage your animals have caused. Make sure you have proof (receipts left on counter) of carpet stain removals and de-fleaing (if applicable) of the property.
- ❑ **Filters:** Make sure a new A/C filter and a new refrigerator filter are installed. The A/C filter is the most common charge.
- ❑ **Other items:** On the kitchen counter, please leave any manuals, extras keys, gate cards, pool keys, recreation cards, remote controlled garage door openers, etc. that were turned over to you at your move-in, or were purchased for you during your tenancy. Empty the ice maker and turn it off.
- ❑ **Forwarding address:** To expedite the return of your security deposit, please leave a forwarding address on the kitchen counter.

This checklist is based on a very broad spectrum. You are expected to leave the home in the shape in which you received it, including maintenance and/or upgrades that were done since you moved in. We

will compare what handy work was done, along with the move-in inspection, videotape and pictures taken to verify the amount of money returned to you.

If you need further assistance, please contact Client Services at ClientServices@VerandahProperties.com or 407-855-0331 ext 129. Thank you for your help.

FAQs:

Do I schedule the move-out inspection?

All of your furniture and personal items must be removed from the house before an inspection can be made. We do not complete our move out inspections with our tenants. The determination that your security deposit will be returned in full will not be made during this inspection. The determination is made once the property has been thoroughly checked out and notes have been made to compare to the original move-in inspection and move-in videotape or digital pictures. This is done once the Manager is back at the office with all of the required information.

When do I disconnect utilities?

The electricity and water must be on to perform an inspection. Please advise as to when you will be turning off the electricity if it is not the same day of your move out. We will need to have it turned on in the company name if necessary, prior to performing the inspection.

When do I have to move out?

You must vacate the property at the end of your lease term. Florida Statute says you can be charged double-rent for each day you extend your possession of the property, when you are not bound by a lease.

What condition is acceptable?

Please make sure that the property is left in the same condition, minus "reasonable" wear and tear, as when you took it over. (Obviously, the shorter your lease term, less wear and tear should be evident.) Your move-in inspection should aid in your determination of this.

When will I get my deposit back?

According to the Florida Statute governing your security deposit, (the landlord) we have 30 days from the last day of your lease to send out your final "Settlement Statement". Although we will make our best effort to complete your final statement as soon as possible, we cannot guarantee that you will receive it any time prior to the 30 day period allotted.

Do I have to use your preferred vendors?

Unless you use our suggested carpet/interior cleaners, we cannot guarantee the work will be up to standard, and additional charges might be incurred against your deposit.

Will I get my whole deposit?

Make all efforts to do your best; follow the checklist. This will help ensure that the move-out inspection will go smoothly, and the return of your full security deposit will be facilitated. We must be able to place a new tenant into the property immediately when you move-out, there should be no downtime.

Thank you for your tenancy with Verandah Properties LLC