



928 E New Haven Ave, Melbourne FL 32901

Tel 321.733.3382 Fax 321.733.0718

## Move out procedures and vacating checklist

Towers Group Realty & Management, LLC (TGRM) understands that your last few weeks of residency will be exceptionally busy ones; however we do request that you attend to a number of small but important details.

### Required Notice / Security Deposit Return / Showings

- TGRM must know the exact date the home will be completely vacant so we may represent the property as being available for new tenants on that date. TGRM has anywhere from 15 to 30 days to return the security deposit from the date the lease ends depending on the condition the property is left in. Security deposits will be mailed to the last forwarding address left so make sure you provide that to us. You may not use your security deposit as last month's rent.
- All utilities must remain on until the final day of your lease unless previously authorized in writing.
- Move out inspections are not completed with departing tenants. We will complete our move out evaluation as soon as you have surrendered the property. Tenants are NOT permitted back on the property after surrendering the property.
- All keys, garage openers, access cards, and mail keys must be turned in by midnight of the move out date. Tenant(s) will be held responsible for all holdover fees and rent will continue to accrue until we receive the keys. If we are unable to enter the property because the keys were not turned in, you will be charged for replacement of any and all keys/remotes. Do not leave keys in the property-bring them to the office.
- You must cooperate with showings of the property for sale or for lease. This includes:
  - Keeping the property in a presentable condition.
  - Allowing agents to show the property. Should you receive a showing request and need to cancel or reschedule, please let agent know. A lock box will be placed on the door of the property. It is your choice if you wish to be home during showings; it is not required.

### How to get your deposit back:

It is our goal to refund your security deposit. Understand that any areas ignored, no matter how minor will require a minimum cleaning fee of \$250. The following is a recommended cleaning checklist for your reference, please refer to your Tenant Handbook for the full list. The items include, but are not limited to:

## **Kitchen**

- All exhaust fans and vent covers should be in working order and clean of dust and grease.



- Kitchen cabinets, shelves, drawers, and countertops must be washed inside and outside. It must also be pulled out and all dust and dirt must be removed from the back, sides, and floor and walls surrounding the appliance. Leave the refrigerator and freezer running; do not disconnect them or turn them off. Don't forget to wipe down the top of refrigerator and cabinets if open on top. If refrigerator has a filter, it cannot be in need of replacement or missing.
- Kitchen walls and floors must be washed and free of stains, dirt and grease.
- All sinks, faucets and garbage disposals washed out and wiped clean.
- Stoves, ovens, cooktops and microwaves must be cleaned inside and outside including areas around and underneath them. Do not use steel wool on appliances, plastic scrub pads work best. Be sure to operate the clean cycle is applicable.

## **Bathrooms**

- All bathroom floors and walls must be cleaned with particular attention paid to the grout and caulking.
- All tubs, showers, sinks, commodes must be cleaned, disinfected and free of soap scum and cleanser residue (including the outside of the commode and the base which is often missed).
- All medicine cabinets, vanities, and drawers must be cleaned inside and outside and any shelf liners removed.
- All mirrors should be wiped clean and be free of streaks.

## **All Rooms**

- If you made any alteration to the home, including painting, you must restore it to its original condition unless otherwise agreed to in writing.
- All non-carpeted floors must be free of stains, dust, and debris and should be mopped. All windows, screens, and window sills must be washed.
- All window treatments such as curtain rods, shades, and blinds that were provided must be cleaned and left in good working order. Please note that dust on the blinds is not considered normal wear and tear.
- Sliding glass doors must be wiped and door tracks must be cleaned.
- All walls, ceilings, and closet interior must be free of smudges, grease and food stains.
- All woodwork, moldings, doors, baseboard and trim must be free of dirt, dust, smudges, and debris.
- All electrical outlets and switch plate covers must be free of dirt and smudges.
- All light bulbs must be in working order and light fixtures cleaned inside and out (must use the correct size of light bulb for the light socket).
- Laundry and utility rooms must be free of dust, dirt and debris.
- Washing machine exterior must be cleaned and the inside left free of soap residue.



- Dryer exterior must be cleaned and the filter screen left free of lint.
- AC filters must be replaced new before vacating.
- Please note that dust anywhere inside the property is not considered normal wear and tear.
- All fireplaces must be broom swept and free of ashes, wood, and debris. Chimneys should be professionally cleaned.
- All carpeted surfaces, including stairs, must be professionally shampooed by a vendor recommended by TGRM and the receipt must be provided with keys.

### **Grounds**

- All trash, yard debris, and personal items must be removed from the property.
- All flower and shrub beds must be clean and free of weeds, leaves and debris. Be advised, we do not consider leaves and debris as mulch.
- All shrubs must be neatly trimmed.
- All grass must be cut and free of debris.
- All walkways, patios and porches must be swept and free of weeds.
- All oil stains must be removed from the garage and/or driveway. There are a number of products available to accomplish this.
- The garage must be swept clean, including cobwebs and dust in corners of ceilings and along walls.
- Any holes in lawn must be filled with soil.

If you have any questions pertaining to the move out procedures, please contact your manager for clarification.