

"Property Management at Its Best"

Move-Out Procedure

*****Please Read Carefully for Full Refund of Your Deposits*****



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We are sad you're going, but we understand. Life must go on. Sometimes in the hustle and bustle of moving, it's easy to forget a few things, so we put this reminder together. It's a list of the most common things to do before you leave. We would rather you do the repairs and cleaning so you get back your entire Security Deposit.

Frequently-Asked Questions about the Move-Out Process

What cleaning/repairs am I responsible for?

You're not responsible for normal wear and tear. However, cleaning and repairing anything you broke or damaged (happens all the time) is your responsibility. All of the necessary cleaning and repairs must be completed before the end date of the Lease or you will be charged double rent for each day you hold the property over. As a reminder, there are additional fees associated with leaving cleaning/repairs for our office to manage and for leaving the property in such a poor condition that more than one Survey is required. Please see the Repair/Cleaning Cost Estimates contained herein.

Do I need to be present for the Move-Out Survey?

No. We will only do the Survey once the property is completely vacated, so, in most cases, it will be done without you being there. Please gather any documentation necessary to make you comfortable.

When and how will my Security Deposit be returned?

The Deposit return may only be processed after the Survey is completed. If there is a claim on your Security Deposit, even if it is one dollar, we have up to 30 days to return it, and Florida Statute requires it to be returned via certified mail. If there is no claim, we have up to 15 days to return it by regular mail.

Can I use my Security Deposit as the Last Month's Rent?

No. Unfortunately, Deposits can **never** be used as rent. All balances must be paid in full as they become due.

Is there anything else I should know?

Please let us know as soon as you've vacated, and be sure to leave the utilities on for at least two business days after the end date of the Lease. Return all keys to our office (please do not leave them at the property). You may also wish to confirm your forwarding address at that time.

We hope this guide is helpful and are optimistic that you will be happy in your new home. If you have any questions, please just give us a call.

What to Clean and/or Repair?

This is an easy question to answer but needs lots of your attention. The answer is “everything!” Here's what's expected:

- Remove dirt, dust, grime, spider webs, fingerprints, mold/mildew, etc. from every surface inside and outside of your home.
- Remove everything that does not belong in the home. Clean any areas that you got piggy.
- Ensure that the home is free of pests/bugs.
- Repair any broken or non-functioning items that were not that way when you moved in.
- Lawn freshly manicured, edged, weeded. Hedges trimmed, vines removed from structures (unless present at move-in), fresh mulch if needed. Clean gutters.
- No garbage left behind, even at the curb, please.

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Repair and Cleaning Checklist:

Here's a list to help you evaluate the condition and cleanliness of your home. Look for items that are stained, broken, chipped, dented, cracked, torn, inoperable, etc. If you're not confident in completing the required repairs in a professional manner, leave them for us. Yes, the cost will be deducted from your Security Deposit, but it beats paying twice if it's not done well the first time. By the way, we really like the “Magic Eraser” from Mr. Clean for just about any cleaning task.

General

- Walls, ceilings and woodwork. Don't forget baseboards, tops of windows and door frames. (When patching walls and ceilings, use spackle, not caulk on holes smaller than 1/2" and true drywall patching for larger holes. Paint patches with matching paint color and sheen. Use wood putty and matching finish for woodwork.)
- Light switch covers, outlet covers and phone jacks.
- Light fixtures, ceiling fans and a/c vents. Replace spent bulbs.
- Closet shelves and rods.
- Mini-blinds. (May be easier to replace than clean.)
- Window panes, locks, sills and screens.
- Doors, including knobs, locks and weather stripping.
- Flooring.
 - If you have carpet, have it PROFESSIONALLY cleaned and provide a paid receipt as evidence thereof.
 - If you have hard surface flooring, clean well. Do not use stripper, bleach or ammonia.
- Fireplaces.
- Heating/Air equipment (change/clean filter), smoke detectors and fire extinguisher.

Kitchen

- Cabinets - interior, exterior, tops and undersides.
- Counter tops, backsplash and knobs.
- Appliances, interior and exterior, including refrigerator, stove (drip pans and beneath burners, too), dishwasher, vents, etc. Don't forget to clean the floor beneath the stove and refrigerator. Do not use oven cleaner on a self-cleaning oven.
- Sink and faucet.

Bathrooms

- Fixtures including tub, sink, toilet, faucets, etc.
- Vanity, counter, knobs, and accessories.
- Medicine cabinet.
- Tile, grout and caulk at tub and sink. No mold or mildew, please.

Exterior

- Satellite dish/pole removed and ground holes or damage on the home repaired (our written approval is required if you intend to leave the satellite dish in place).
- Garage, carports, sheds and other buildings.
- Walls, doors, skirting, mailbox, lighting, lawn, fencing, etc.

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Repair/Cleaning Cost Estimates

The following is a list of estimated charges that may be charged if you have not addressed each item upon vacating. This list is not exhaustive and the amounts should be considered the minimum fees.

Cleaning

General	\$40/hour
Refrigerator/Oven	\$50 each
Microwave	\$30
Dishwasher	\$30
Stove Top/Hood	\$30 each
Burner drip pans/rings	\$50
Cabinets/counters/backsplash	\$40/hour
Garbage disposal	\$30
Floors/per room	\$50
Tubs/shower	\$50
Shower door/tracks	\$30
Toilets	\$30 each
Sinks	\$20 each
Walls/ceilings	\$30 per surface
Shampoo carpets	\$60 per room
Window blinds	\$20 each
Mold/mildew removal	\$40/hour

Misc.

Door locks/deadbolts, etc.	\$60 + Lock
Mailbox locks	\$40 + Lock
Keys	\$30 each
Garage door openers/ceiling fan remotes	\$100 each
Replace light bulbs	\$10-25 each
Remove nails/hooks	\$5 each
Repair hole in wall	\$40/hour
Pest Control	\$65-300
Satellite Dish Removal	\$75

General Repairs (plumbing, painting, electrical, carpentry, gutters, lawn maintenance, garbage removal, etc.)

As Per Bid

