



# BRIDGE OF LIONS REALTY

320 HIGH TIDE DRIVE, SUITE 101-D, ST. AUGUSTINE, FLORIDA 32080  
904.808.7368 BRIDGEOFLIONSREALTY.COM

## **MOVE-OUT GUIDE**

This Move-Out Guide is meant to aid in your successful vacating of your rental property. *This is not meant to be a complete list.* Our hope is to receive the property back in a condition to return full security. Please read your lease carefully and review your responsibilities to vacating the property so that there are no misunderstandings should there be any claims against your security deposit.

**Move-out inspections are not conducted with the tenant.** You are welcome to document and photograph the property at move out to have documented condition of the property for your own records.

**WE MUST RECEIVE EACH TENANT OF RECORD FORWARDING ADDRESS FOR THE RETURN OF YOUR SECURITY DEPOSIT CLAIM/REFUND. IF NOT RECEIVED, IT MAY DELAY YOUR RETURN.**

- 1. RETURN all keys, pool cards, passes, garage openers, gate openers, etc, that you have been issued during your lease to our office. Failure to do so may result in re-keying charge against your security.**
- All furniture and personal items must be removed from property or it will be considered abandoned property. The cost to remove items will be charged to security.
- 3. Professional cleaning is required and a paid invoice must be provided to us.** To lessen your cost, perform general house cleaning, especially kitchen and bathrooms. Run a self-cleaning cycle oven (if available). Replace cook range drip pans. Check high areas such as cabinets, fans, vents, etc. Remove all ice from freezer/ turn off ice maker. **The cleaner you leave the property, the less housekeeping is needed, the less deductions against your security deposit.**
- 4. Carpet cleaning must be done after all furniture is removed. Carpets must be professionally cleaned, and a paid invoice must be provided to us.** We realize this is difficult to do as you are busy moving out. We are happy to provide this service for you and deduct the cost from your security deposit. Carpet cleaning does not remove responsibility for lingering tenant caused stains and or odors that may need to be rectified.
- No debris, rubbish or discards are to be left in/at the property or at the street upon move-out.
- House rentals: Lawn must be mowed, trimmed, edged. Flower beds must be weeded.
- Painting/Wall Repair: It is **highly** advised to use/hire a professional painter for any wall repair or painting needed. We are happy to provide this service for you and deduct the cost from your security deposit. Incorrect repairs, non-matching/wrong color/wrong finish paint may increase the work needed to restore and result in increased security deductions.
- Replace the following: Air Conditioner filter, burned out light bulbs, dead smoke detector batteries.
- If a pet has been kept on the premises you are required to professionally spray for fleas.
- 10. Security Deposit Claims/Refunds will be processed in accordance with Florida law. If no claims are made, refunds will be issues within 15 days. If a claim is made a certified letter will be sent within 30 days after move-out.** Security Deposit Claims/Refunds will be sent to the tenants of record (not the Guarantors) via Certified Mail. It is mandatory to provide a forwarding address to ensure prompt payment to you. Per Florida law, all correspondence concerning your move out and/or security deposit must be with the tenants of record only.

If you have any questions, please contact our Maintenance Dept. at 808-7368. Thank You, for your cooperation and we wish you well with your future endeavors.

# TENANT MOVE OUT CLEANING GUIDE CHECKLIST

This is a guide and not the final list for your particular property. Professional carpet cleaning is a separate requirement. Professional painting for walls is highly recommended. Some items are not applicable.

## Kitchen

### Work Area

- Clean inside & outside cupboard doors
- Clean drawer faces
- Clean cupboard shelves and inside drawers
- Clean cupboard under sink
- Clean counters, remove stains
- Clean sink, remove stains, polish fixtures
- Clean splashboard & wall above sink & counter

### Stove

- Clean walls around & above stove
- Clean inside and outside of range hood
- Remove range hood filter, clean & replace
- Clean outside handles, control knobs & panels
- Clean inside oven & racks
- Clean stove top & burner rings
- Clean storage drawer & broiler pan
- Clean drip pans & line with foil

### Refrigerator

- Clean sides, top, door & handle
- Empty Ice, Defrost & clean freezer
- Remove & clean shelves & crisper drawers
- Clean door shelves & compartments
- Leave refrigerator plugged in, at normal settings

### Dishwasher

- Remove items or debris from bottom & screen
- Clean along inside, outside & front panel

### Floor

- Sweep & Mop

### Bathroom

- Clean tub & surround; polish fixtures
- Clean sink & soap holder
- Clean inside / outside cupboards & drawers
- Clean inside / outside medicine cabinet
- Clean inside / outside of toilet & disinfect
- Wash floor, remove dirt along tub & toilet
- Remove shower curtain

## General Cleaning - All Rooms

- Remove all nails from wall
- Remove marks & fingerprints on walls
- Clean switch plates, replace missing or broken
- Clean outlet plates, replace missing or broken
- Dust mini-blinds
- Clean baseboards
- Clean window sills and inside glass
- Clean closet shelves & rods
- Remove fingerprints around doorknobs
- Remove all cobwebs
- Vacuum all carpets
- Thoroughly clean all tile / vinyl floors

### Light Fixtures

- Remove bugs/debris from light covers
- Replace burned out light bulbs

### Fireplace / Insert

- Remove ashes & debris and sweep out
- Clean hearth & mantle

### Smoke Alarm

- Test; replace battery if necessary

### Outside

- Clean exterior light fixtures, replace dead bulbs
- Edge & weed flower beds
- Mow lawn just before turning in keys
- Remove all debris from grounds & storage areas
- Sweep carport, storage areas & walkways
- Remove cobwebs from eaves, porch & doors

### Garage

- Sweep clean, remove cobwebs

### Repairs

- Complete tenant day-to-day maintenance
- Repair any tenant damage done to property
- Repair broken windows

### Last...

- Remove garbage. Do not leave at curb.
- Remove all personal belongings.

*We are happy to recommend cleaning companies that specialize in move-out services. Please ask.*

*Agent shall not be responsible for items left behind. All items left undone will be charged to the tenant.*