



GUIDELINES FOR PREPARING THE RENTAL FOR INSPECTION

PRIOR TO MOVE OUT

This list will be used in addition to your move in inspection report you returned to us at move in to determine what charges, if any will be deducted from your deposit. All keys must be turned in to us before we can consider the unit vacant and returned to the owner. Please note Florida law permits the owner to charge double rent for holding over past your termination date or paid rental period.

The rental property must be cleaned out of all personal items. If there is a lawn, be sure to mow it just prior to your move.

- LPM must be notified in writing of your intent to vacate the property, at least 30 days before you plan to move.
- Garage and alarm remotes should be left in the kitchen, on the counter at move out. Keys should be returned to the Gulf Breeze office
- You have not officially move out until you surrender the property to LPM. Surrendering the property requires that keys are returned to LPM and the Notice to Surrender (vacate) is signed You may:
 - 1) Email it to rentals.eralegacy@gmail.com
 - 2) Drop it by the office at 31 Hoffman Drive Gulf Breeze, FL 32561 if we are out of the office, there is a drop box located on either side of the door you are welcome to place the keys in there.
 - 3) Fax: 850-932-1997
 - 4) Mail: 31 Hoffman Drive Gulf Breeze, Fl 32561 (Attn: Lacey Canan)
- Walk-throughs are NOT completed with departing tenants. We will complete our inspection as soon as you have surrendered the property. Tenants will not be allowed back into the house for any reason after the keys have been returned to LPM.
- Unit must be free of trash including outside trash can and anything by the road.
- We suggest you have the home professionally cleaned if not you need to make sure the following are completed.
- All baseboards, cabinets (inside/out) are clean and dust free.
- All windows coverings left by the owner must be straightened, cleaned and replaced if damaged.
- All bathrooms and kitchen must be thoroughly cleaned including commode.
- Refrigerator needs to be moved and cleaned underneath and behind (coils).

- Oven /Stove needs to be cleaned thoroughly, under the drip pans and under the oven itself, vent filter/washed and cleaned.
- Drip pans need to be replaced if applicable.
- Fireplaces must be cleaned of burnt wood and trash
- Patios, balconies and storage closets/building must be swept free of debris and trash
- Appliances must be cleaned and sanitized (including knobs).
- Burned out light bulbs must be replaced.
- All light covers must be cleaned.
- Ceiling fans and blades must be cleaned.
- Lawn and hedges must be mowed and trimmed, flower beds need to be weeded and fresh mulch installed.
- If pets have been on property, flea extermination & carpet cleaning with a deodorizer must be done and receipts turned in at the time of the move out inspection.
- All vinyl, hardwood or tile floors must be swept and mopped.
- Sinks need to be cleaned (bleach if necessary) garbage disposal needs to be tested and cleaned free of food and trash.
- All mirrors and windows should be cleaned.
- Remove satellite dishes.
- Home and drive way should be pressure washed.
- Clean doors and door frames of fingerprints and smudges.
- Any screens torn during your stay must be repaired/replaced.
- Replace a/c filter or clean if it is washable.
- Replace any smoke detectors devices that current are not working/ ie: batteries with 10 year lithium batteries, replace any door stops that are broken, and/or drain stoppers.
- Any rooms painted without written permission, or under any condition need to be returned to the original color. Wall should be free of major scuffs and gouges, nails should be removed from walls. **DO NOT PUTTY OR PATCH NAIL/SCREW HOLES UNLESS YOU INTEND TO PAINT THE ENTIRE WALL.**
- Carpets must be PROFESSIONALLY cleaned with receipt provided (personal or rented machines are not professional and will not be accepted).
- Debris must be removed from shed, garages, etc. (firewood and pine straw).
- Utilities must be left on until move out inspection is completed they are normally done within 5 days not (including weekends) of your departure. If we arrive and utilities are not left on at the property a reconnection fee will be charged to your account along with any actual utility cost incurred during the 5-day period.

If we arrive at the inspection and the house is not completely empty of the tenant's belongings OR if there is work to be completed that we will have to go back out and check for completion before putting the house back on the market for rent there will be a \$75 trip fee taken from your deposit. WE CAN NOT DO THE INSPECTION WITH OUT THE HOUSE BEING VACANT THIS INCLUDES BOXES, FURNITURE, TOYS AND ANYTHING ON THE EXTERIOR OF THE PROPERTY.

Your Security Deposit will be returned to you within 30 days after you surrender the property to your last known address. Please make sure we have your forwarding address for quicker claim processing and receipt. Your deposit will be handled in one of 3 ways:

- 1) Full Refund of Deposit
- 2) Partial Refund of Deposit- A detailed list will be included of any deductions and/or charges.
- 3) No Refund of Deposit- A detailed list of deductions and/or charges.
 - a. If you receive a bill, the balance must be paid within 30 days of receiving the bill. Delinquent accounts are subject to legal action or will be turned over to a collection agency.

