

Move Out Requirements

In order to make your move out process as easy as possible, we are providing move out instructions for you to refer to as you vacate the home. To receive a refund your security deposit, there are certain requirements that will need to be met. An inspection of the property will be conducted once you have vacated and returned your keys to ensure the home is left "reasonably clean, undamaged and rent ready".

"Reasonably clean" means that a new tenant will be able to move into the property without us having to hire a professional cleaning service to clean the property. The following list is what we expect as far as the cleaning of the property. However, the cleaning may not be just limited to this list. Each property may vary depending on amenities.

- * Have the carpet PROFESSIONALLY cleaned. If you had pets, you will also be required to have the carpet deodorized. Please provide a receipt from the carpet cleaning and return along with your keys, If a receipt is not provided and the carpets do not look to be professionally cleaned, you may be charged to have them professionally cleaned. Our preferred carpet cleaning company is Carpet Clinic (850) 479-4642.
- * Thoroughly clean all appliances: Oven, stove top, stove hood, dishwasher and refrigerator/freezer. Turn the refrigerator off or unplug it and prop open the doors to prevent mildew and mold.
- * Sweep, mop and wax (if needed) all vinyl and/or tile flooring.
- * Dust all ceiling fans, ceilings, baseboards, window sills, closet shelving, drawers and cabinet shelves.
- * Remove all nails, hooks, screws etc. from all walls.
- * Remove all shower curtains and clean the tubs, sink and toilet with appropriate bathroom cleaner.
- * Replace all burned out or missing light bulbs with the correct type and wattage, wash all fixture globes
- * Remove all personal belongings from the property including garages, outside storage buildings etc. This office will not be responsible for returning personal items left in the property.
- * Regardless of the season, the yard needs to be freshly cut, trimmed, edged and raked and any bushes trimmed properly.
- * Clean all debris, wood and ash from the fireplace (if you have one)
- * All patios, porches, decks, walkways, driveways, carports, garages need to be swept or blown clean of all debris, dirt and leaves.
- * If the property has a pool, regardless of the season, the pool needs to be clean; all chemicals adjusted properly and ready to swim.

PLEASE KEEP POWER AND WATER ON FOR FIVE (5) BUSINESS DAYS AFTER KEYS ARE RETURNED FOR VACANCY INSPECTION.

This property should also be left "reasonably undamaged". This would mean that there should be no burns, chips or holes in the flooring, counter tops, ceilings, windows or walls, unless otherwise noted on your move-in inventory sheet. The paint on the walls should be sufficient to last at least three years from the last time it was

painted. We DO NOT repaint these properties after every tenant vacates.

PER YOUR LEASE, potential charges could be levied against your security deposit. They include but are not limited to the following:

* = to 1/2 of a month's rent - Re-Lease Commission if you terminate your lease early, excludes early termination for Military Orders.

* Actual Cost - Re-Keying Property & New Remotes for Non-Returned Keys/Remotes

* Actual Cost - Carpet Cleaning, a professional receipt will be accepted - do it yourself cleaners are not acceptable

* Actual Cost - Premise Cleaning, interior and exterior of property

* Actual Cost - Debris/Trash Removal

* Actual Cost - Mow/Trim/Edge Lawn and Landscaping

* Actual Cost - To repair any damage to the premises caused by tenant or tenant's guests or family.

Until you have returned all keys to this office, you are still considered to be in possession of this property and rent will be due accordingly. Please return keys and provide your forwarding address to Gulf Coast Property Management Co., Inc. at 1101 N. 9th Ave., Pensacola, FL 32501.

This office will inspect the condition of the property once the property is completely vacated and the keys returned, NOT BEFORE. We do not make appointments with the tenant to conduct the move out inspection. Once the inspection is completed, we will notify you via US mail of the status of the security deposit and disburse the funds in a manner provided for in Florida Statutes Ch. 83.49. Should there be no deductions from the deposit, it will be refunded to you within fifteen (15) days from the date your lease expired or the date you vacated the property whichever is last. If there are deductions from the deposit, you will be notified by certified mail within thirty (30) days from the date your lease expired or the date you vacated the property whichever is last.

If you have any questions about these instructions, please call 850-465-0083.

Sincerely,

Gulf Coast Property Management Co., Inc.