



## MOVE-OUT INSTRUCTION

In order to make the move out process as easy as possible, we've put together this guide to help you through your move out. As you get closer to your move out date, please continue to refer to this guide and follow the instructions detailed within. Following these instructions can prevent unnecessary charges or claims against your security deposit.

Our Contact information:

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Email: SunbeltManager@gmail.com - Web: [www.SunbeltHomesUSA.com](http://www.SunbeltHomesUSA.com)

### At Least 2 Weeks Before Move Out

As you get closer to your move out date, you will want to make sure you take care of the following to prevent last minute problems:

- ☐ **Forward Your Mail** - Contact the US Postal Service and inform them of your departure date and forwarding address. You can do this online at <http://moversguide.usps.com>
- ☐ **Newspaper Deliveries** - Please have your newspaper subscription updated to your new address or cancelled.
- ☐ **Utilities** - Contact your utility companies and ask them to schedule to disconnect service. Move out Walk Through Inspection is performed on the move-out date or the following business day after the property is empty of all personal items, furniture, and clean. Power and water must be available for the walkthroughs or you will be charged \$75 to reconnect each service.



## WALL REPAIR

As you are preparing to move-out, some repairs might be necessary.

Any wall repair must be done properly. **Walls that need repair must be painted in its entirety.**

Paint colors may have different shades if made in different batches.

Therefore, please note that if you are planning to do any wall repair, **that whole specific wall must be painted, not only on the location of the repair**, to avoid different shades of paint.

If you do not paint the whole wall and differences are observed, we will need to re-paint the wall and we will deduct that cost from your security deposit.



# Move-Out Checklist

(Read Guide for details)

- ☐ **Forward Your Mail**
- ☐ **Newspaper Deliveries address changed**
- ☐ **Disconnect utilities (*for the day after final inspection*)**
- ☐ **Clean the Outside Front and Back**
- ☐ **Make sure Lawn is mowed**
- ☐ **Trash Pickup scheduled before move-out – No trash on the curb after moved**
- ☐ **Garbage Cans and recycle bins must be in the garage**
- ☐ **Make sure Light Bulbs and Smoke Detector are working**
- ☐ **Replace Air Conditioner Filter**
- ☐ **Walls, Drywall Holes, and Paint Touch Up are fixed and done (*Read description*)**
- ☐ **Do Not Attempt to Fill, Spackle, Caulk or Patch Holes if you do not know how**
- ☐ **Cabinets, Drawers, Closets must be empty and clean**
- ☐ **Leave the property in clean and move-in condition**
- ☐ **Toilets must be Flushed and Clean**
- ☐ **Light Fixtures must be clean**
- ☐ **Pets – You must de-flea the property spraying within 48 hours of vacating**
- ☐ **Ceiling Fans must be clean**
- ☐ **Dishwasher must be clean in & out**
- ☐ **Microwave must be clean in & out**
- ☐ **Stove and Range Hood must be clean in & out – Do Not pull out**
- ☐ **Flooring must be swept and mopped**
- ☐ **Carpet Cleaning must be professionally done**
- ☐ **Fireplace must be clean and dust, ashes and wood removed**
- ☐ **Walls must be clean**
- ☐ **Garage must be empty and clean**
- ☐ **Shed must be broom clean and empty**
- ☐ **Refrigerator must be empty and clean in & out and Ice Maker without ice**
- ☐ **Air Conditioning set to 80**
- ☐ **Secure the Property by closing all windows and locking the house**



## Sunbelt Homes Move-Out GUIDE



Please read this Guide to ensure you do the following as you are moving out, to avoid unnecessary claims against your security deposit:

- ☐ **Clean the Outside** - Clean the front and back entryways, back porch, and yard.
- ☐ **Lawn Care** - If lawn care is not managed for you by your landlord, please make sure that the lawn has been recently mowed, edged, weeded, and cared for. The grass must be cut and clean of debris and weeds. Mow, trim, edge, water the yard, and cut/trim bushes and shrubs within 48 hours of returning possession.
- ☐ **Trash Pickup** - Please be 100% sure any trash you leave on the curb will be removed during routine trash pickup BEFORE YOU DELIVER THE PROPERTY. No items may remain on the curb for more than 24 hours. Large items like mattresses or furniture, or large amounts of trash, require you to contact your municipal solid waste department and make special arrangements. If those items remain after trash pickup, we will be forced to charge you to haul away the trash. *No garbage shall be left in front of the house on Move-Out date.*
- ☐ **Garbage Cans** - Make sure you leave the garbage cans and recycling bins inside the garage and empty. If you remove the city garbage cans and/or recycling cans/bins there is a \$75.00 charge per can/bin.
- ☐ **Light bulbs and Smoke Detectors** - Often times tenants forget that they are responsible for replacing burnt out light bulbs and replace any smoke detector batteries that have gone bad (causing the unit to beep). Please replace these before vacating.

- ☐ **Air Conditioner Filter** - Replace A/C filter(s) with correct size, dust filter grill and around A/C closet door, if dirty or missing filter is found during inspection you will be charged for HVAC service
- ☐ **Walls, Drywall Holes, and Paint Touch Up** - Remove all nails and hanging hardware. Clean any spots where handprints or other grease or grime have built up (these are not covered by the basic costs of a home cleaning). Small pinholes and wire nails can usually be fixed by us with minimal to no charge because they don't leave much damage. Screws, bolts, and/or wall anchors are not allowed to be used on walls at any point, and you will be responsible for any damage to the unit that needs to be painted, touched up, or filled in.
- ☐ **Do Not Spackle, Caulk or Patch Holes** - In an effort to minimize any damages you will be responsible for, we recommend that you DO NOT ATTEMPT TO FILL, SPACKLE, CAULK, OR PATCH HOLES on your own. One of our most common charges against the tenant after move out is to repair and touch up badly done drywall and paint work. Leaving patches of spackle or mismatched paint on the wall is often more costly to fix than the underlying problem. Paint left in the garage may have changed color over time, or the walls may have faded and might not match the original paint.
- ☐ **Wait! We can Help!** If you don't feel comfortable that you can repair wall or paint damage yourself, we advise you to contact us with any questions or concerns before attempting the work or just leave it for our vendors to fix. If you do the work yourself and it isn't done well, please understand we might have to send out our own painters to redo the work. **WALLS MUST BE PAINTED IN ITS ENTIRETY, EVEN FOR SMALL REPAIRS.** Paint colors differ from different batches (although the same color) and if you paint only on the damage area the colors won't match. Therefore, the whole wall must be painted.
- ☐ **Cabinets, Drawers, Closets** – Must be empty and all personal items must be removed. Vacuum and clean inside and front of all cabinets and drawers to remove crumbs, residue, etc., paying special attention to the kitchen, baths, laundry room, garage and shed/workshop
- ☐ **Cleaning the Property** - When you leave, make sure that the property is clean and in move-in condition. You will need to clean up the outside areas (porch, lawn, entry way).
- ☐ **Toilets** - All toilets must be flushed and clean. Disinfect all bathrooms, replace worn, soft style, or broken toilet seats. Clean mirrors, light fixtures, and exhaust fans. Vacuum out all drawers and cabinets.

- ☐ **Light Fixtures** - Replace any burnt out or missing light bulbs meeting each light fixture requirements & clean/dust all light fixtures.
- ☐ **Pets** - If you have a pet(s), you will also need to provide a paid receipt from a licensed and insured pest control company for de-flea spraying within 48 hours of you vacating the home.
- ☐ **Ceiling Fans** - Clean/dust all ceiling fans (including blades, light globes and housing unit).
- ☐ **Dishwasher** - Clean dishwasher, pay special attention to the seal around the door .
- ☐ **Microwave** Clean microwave, inside and out including the filter.
- ☐ **Stove and Range Hood** - Clean range hood filter or replace if needed, range hood, stove and oven, replace burner pans, lift up and clean under burner pans, pull out drawer and clean under stove and clean the sides of the stove. DO NOT PULL OUT THE STOVE/RANGE IF IT GAS. \*\* Check the cleaning requirements, as they are different for manual clean, self-cleaning and continuous cleaning and do not leave the racks in the oven during the self-cleaning process. On all self/ continuous cleaning ovens NO chemicals are to be used at all.
- ☐ **Flooring** - Sweep and mop all tile or vinyl flooring (including garage and shed or workshop). If it is wood floors please make sure to use the proper product to avoid damage.
- ☐ **Carpet Cleaning** – Carpets must be professionally cleaned. A copy of your paid receipt must be turned in with your move out form and keys  
\*\*\*Carpet Cleaning with PETS - All homes with pets require deeper cleaning, and will be more expensive. We do not recommend having it cleaned yourself.
- ☐ **Fireplace** - Clean out fireplace, clean glass, dust screen, and remove all ashes, wood, etc.
- ☐ **Walls** - Wash walls carefully when possible: pay special attention to areas around light switches, hallways, and doorways.
- ☐ **Garage** – Make sure the garage is fully empty and cleaned.
- ☐ **Shed** – Make sure the Shed is empty in broom-clean condition.



## Protecting the Property While Vacant

As you leave, please make sure you do these last minute things to protect the home from damage while it is vacant.

- ☐ **Refrigerator Ice Maker** - Please empty the ice maker by dumping all of the ice outdoors, NOT IN THE SINK. If the fridge loses power, the ice could melt, leaving water that can causing damage to the fridge or surrounding area. *Do not dump ice in the sink* as this can cause water damage under the sink due to condensation. Pull out refrigerator, clean behind the unit, clean the outside surfaces and top of refrigerator, clean inside refrigerator and freezer by removing all shelves and drawers to clean and re-install, and empty the ice bucket - turn ice maker to the off position
- ☐ **Air Conditioning** - Set the AC to 80 degrees in order to prevent humidity from building up within the house. This protects the home from mildew and musty odor.
- ☐ **Secure the Property** - Close and lock all windows, lock up the doors, close gates, and secure the property from unauthorized access.

THANK YOU FOR YOUR COOPERATION!



## Keys Return & Turning Over the Property

After you have moved out, you will want to turn over the property as soon as possible. Follow these steps.

- ☐ **Key Return** - Return ALL KEYS and access devices given to you during your move in. All keys must be returned to us no later than the date your lease ends. *Please schedule in advance with Management the date and time for your Key Delivery and Walk Through Inspection*
- ☐ Failure to return your keys will be considered as abandoning the property, for which you will be charged a \$90 fee.
- ☐ You will be charged 'Holdover Rent' of double daily rent per day past the end of your lease term as long as you still have possession of the property and have not turned over keys.
- ☐ If you think you will need more time than your lease allows, let us know as soon as possible so we can discuss your options.
- ☐ **Vacating Premises Form** - All tenants must sign the " Confirmation of Vacating Premises " form and include it with your keys when you return them.
- ☐ **Include your forwarding address** so we know where to send your security deposit. You must be able to accept certified mail at this address.

THANK YOU FOR YOUR COOPERATION!





## Security Deposits Returns and Claims

We follow all Florida State laws and guidelines for the handling of security deposit.

☐ **All claims and refunds will be sent to you via certified mail.** You must provide us with an address on your “Confirmation of Vacating Premises ” (*attached below*) form where you can accept certified mail.

☐ **Deposits will be returned to you within:** 15 days, UNLESS there is a claim against the security deposit. If a claim exists, by Florida Statute 475, we have 30 days to notify you of those claims, which we will do via certified mail.

☐ In all circumstances, we will make every effort to return as much of your security deposit as possible or all of it. Please make sure to follow all the steps on this guide. **It is never our intent to impose unnecessary claims against your security deposit.**

☐ **Most common claims** against security deposits:

- ✓ Repainting, due to dirty wall with hand print or stains
- ✓ Repairing holes, from screws or badly done spackling jobs
- ✓ AC damage, from not changing filters regularly or having filter missing
- ✓ Replacing burnt light bulbs
- ✓ Extra cleaning, because of unusual dirty conditions.
- ✓ Carpet spot cleaning, due to stains or unusual wear and tear
- ✓ Re-sodding grass damage, due to under watering
- ✓ Cutting the grass for lack of maintenance
- ✓ Failure to follow the Move-Out Instruction

THANK YOU FOR YOUR COOPERATION!



## CONFIRMATION OF VACATING PREMISES

Tenant(s) hereby acknowledge and agree that the premises have been completely vacated and Tenant(s) have fully relinquished possession of the premises and any items, which Tenant(s) may have left behind.

Tenant(s) affirm that they have turned over all keys, garage door openers, and/or access devices to the property and the community and no longer have any means to access the property. Tenant(s) agree that the property manager or owner may immediately secure the premises and/or change the locks.

Tenant(s) affirm that any items remaining in or on the premises belonged solely to the Tenant(s) and may be discarded, destroyed or disposed of in any manner property manager or owner sees fit.

Tenant(s) understand that they are not permitted back on the premises under any circumstances once they have vacated. They may not grant access to anyone on their behalf. Any work they have scheduled on the property must be done before the premises will be considered vacated.

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Street Address of Premises

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Date Vacated

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Address for Security Deposit Refunds **\*\* Must Be Able to Accept Certified Mail**

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Email Address

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Phone Number

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Tenant Signature

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Date

---

Tenant Signature

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Date

I/We acknowledge that I/we are hereby returning the following items:

_____ Door Keys	_____ Mail Box Key	_____ Garage Opener
_____ Community Key	_____ Amenities Key	_____ Other : _____

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