

Central Florida Realty Management
467 Lake Howell Road, Suite 209, Maitland FL 32751
Phone: 407-542-4403

Vacating Premise & Deposit Refund Process

After you vacate the property and mail us your keys, we will perform the Move Out Inspection, before issuing your security deposit refund. Your deposit will be returned to you within 15 days if the landlord does NOT intend to impose and claim. If your landlord intends to impose a claim on the deposit the landlord shall have 30 days to notify you. Before you vacate, please complete this form and send it back to us. Failure to do so may result in a delay of issuing your security deposit refund.

Today's Date: ____/____/____

Rental Address: _____

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

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) agree that the property manager or owner may immediately secure the premises and/or change the locks and/or charge the Tenant(s) for any damages caused to the property during the lease duration.

PLEASE NOTE THAT UTILITIES MUST REMAIN ON FOR 5 DAYS (NOT INCLUDING WEEKENDS AND/OR HOLIDAYS) FOR INSPECTION AND CLEANING. FAILURE TO LEAVE THE UTILITIES ON MAY RESULT IN A RECONNECTION FEE CHARGE TO YOUR SECURITY DEPOSIT

Tenant Name: _____

Forwarding Address: _____

Phone: _____ Email: _____

Tenant Name: _____

Forwarding Address: _____

Phone: _____ Email: _____

If there is a preference on who should be sent the deposit refund, please indicate that name here:

This form and the original key(s) MUST be physically dropped off to the Landlord's Agents office when you vacate per the lease agreement. Failure to physically provide key(s) will delay the security deposit refund as the deposit will not be returned until keys and the signed form is provided.

_____ **Date physical key(s) was delivered to the Landlord's Agent**

_____ Property Manager Signature _____ Tenant Signature

Tenant Duty Checklist

Vacating & Cleaning Instructions

For your convenience we have prepared a checklist of items you will need to complete prior to moving day. Remember, all expenses related to us returning your home to rent-ready condition, as recorded in your Move-in Condition Report, will be billed at your expense and deducted from your security deposit. For this reason, it is extremely important that you allow ample time to perform every item on this checklist.

Tenant acknowledges and agrees that in order to receive a full refund of the Security Deposit, Tenant must perform the following terms, provisions and conditions. A copy of these terms can be found in your lease agreement.

KITCHEN

- Walls: Wipe down all wall surfaces and doors, remove all nails and fill holes with spackling. Remove excess spackling to create smooth surface.
- Trim & Misc: Dust and wipe down all trim, heaters, vents, switch covers, and door knobs.
- Light Fixtures: Wash all light fixtures and replace burnt out light bulbs.
- Windows: Clean all windows, including tracks and window sills.
- Blinds: Dust and wipe down all blinds. Replace any broken blinds.
- Cabinets: Empty all cabinets and drawers, vacuum if needed, and thoroughly wash inside and out.
- Refrigerator/Freezer: Empty all content. Defrost, clean, wash and disinfect all surfaces inside and outside of refrigerator. Turn refrigerator off by adjusting the temperature control to the lowest setting. Leave doors open to prevent mildew.
- Oven/Stove: Clean all surfaces to remove grease and burned-on particles. Thoroughly clean knobs and polish chrome surfaces. Clean underneath burners.
- Vent-a-hood: Clean all surfaces and racks to completely remove grease, stains, and all burned-on particles. Stove: Wash down all surfaces of stove and stove top, including the sides, knobs, door, and drawer. Remove, clean and reinstall filter. Do not attempt to clean secondary charcoal filter.
- Dishwasher: Remove debris and wipe inside surfaces. Clean and polish the front panel including knobs.
- Sink: Scrub and clean sink with appropriate cleanser. Clean garbage disposal insert or gasket, cover and sink strainer. Polish faucet set.
- Cabinets and Drawers: Remove all lining materials, wash and disinfect all shelves and interior surfaces. Clean and shine counter tops and cabinet fronts.
- Microwave: Wash down inside and outside of microwave.
- Other Appliances: If the Unit has been equipped with other appliances such as a microwave oven or trash compactor, please clean these appliances similarly to those described above.
- Thoroughly clean light fixture covers, electrical outlet covers, and switch plate covers.
- Clean areas between appliances, wall and cabinets.
- Floors: Sweep, mop, and wipe down all floor surfaces, including underneath refrigerator and stove.

LIVING ROOM/DINING ROOM/OFFICE/RECREATION ROOM

- Walls: Wipe down all wall surfaces and doors to remove smudges. Remove all nails and fill holes with spackling. Remove excess spackling to create smooth surface.
- Trim & Misc: Dust and wipe down all trim, heaters, vents, switch covers, and door knobs.
- Light Fixtures: Wash all light fixtures and replace burnt out light bulbs.
- Windows: Clean all windows, including tracks and window sills.
- Blinds: Dust and wipe down all blinds. Replace any broken blinds.
- Shelves: Wipe down all shelf surfaces.

- Stove/Fireplace: Clean inside and out.
- Floors: Sweep, mop and wipe down hard floor surfaces. Vacuum all carpet surfaces.

BATHROOM

- Walls: Wipe down all wall surfaces and doors, remove all nails and fill holes with spackling. Remove excess spackling to create smooth surface.
- Trim & Misc: Dust and wipe down all trim, heaters, vents, switch covers, and door knobs.
- Light Fixtures: Wash all light fixtures and replace burnt out light bulbs.
- Windows: Clean all windows, including tracks and window sills.
- Blinds: Dust and wipe down all blinds. Replace any broken blinds.
- Cabinets: Empty all cabinets and drawers, vacuum if needed, and thoroughly wash inside and out.
- Sink/Fixtures: Clean sink, drains, faucets, towel racks and toilet paper holder.
- Countertops: Clean all countertops, including edges and corners.
- Toilet: Completely clean all surfaces of the toilet, including inside, and outside.
- Floors: Sweep, mop and wipe down all floor surfaces. Be sure to get into the corners and behind/around the toilet.
- Bath/Shower: Thoroughly clean tile, porcelain or fiberglass surfaces. Do not use Ajax or similar abrasive on fiberglass. Polish faucet sets and chrome.
- Commode: Remove disinfectant devices from the tank. Clean and disinfect all surfaces.
- Mirror: Clean with glass cleaner.
- Floor: Sweep, clean and disinfect.

CLOSETS

- Walls: Wipe down all wall surfaces and doors, remove all nails and fill holes with spackling. Remove excess spackling to create smooth surface.
- Trim & Misc: Dust and wipe down all trim, heaters, vents, switch covers, and door knobs.
- Light Fixtures: Wash all light fixtures and replace burnt out light bulbs.
- Shelves: Wipe down all shelf surfaces, including rods.

GARAGE/OUTBUILDINGS/LANDSCAPING

- Remove all personal belongings and trash from the property
- Sweep shelves and floor surfaces of all garages and outbuildings.

GENERAL

- Clean all light switches, all window and sliding glass door tracks, windows, the front door, mini-blinds and all light fixtures and ceiling fan.
- Sweep patio, sweep cobwebs from around sliding glass door and other areas. Clean patio light fixture. Clean sliding glass door. Vacuum carpet.
- Make sure all debris is removed from the Unit, including clothes hangers, phone books and trash bags. Replace all burned out or missing incandescent light bulbs.
- Ensure all smoke detectors are accounted for and have a working battery.
- Ensure carbon monoxide detector is accounted for and has a working battery.
- Ensure all damages have been repaired.
- Ensure all personal property and trash is removed from the property.
- After you have completed this checklist, do a final walk-thru to ensure all items have been properly completed.
- Please leave garage door openers in the kitchen.

Your carpets will be professionally cleaned after you have returned your keys. We have enjoyed the opportunity to have you as a tenant. Please let us know if we can assist you in any way in the future.

Thank you!



MOVE OUT CHECKLIST

Property Address:

Tenant Name:

Inspection

Date:

SELECT OR CHECK OFF CONDITION NEXT TO EACH ITEM

1. EXTERIOR

Driveway/ Walkway

Lawn/Landscape	Good	Fair	Poor
Exterior Paint	Good	Fair	Poor
Gutters/Downspout	Good	Fair	Poor
Windows/Screens	Good	Fair	Poor
Pool/Equipment	Good	Fair	Poor
Decking /surface	Good	Fair	Poor
Water condition	Good	Fair	Poor
Screening/fencing	Good	Fair	Poor
Front Door	Good	Fair	Poor
Patio Area	Good	Fair	Poor
Patio Screens / Door	Good	Fair	Poor

2. KITCHEN

Windows/ Blinds	Good	Fair	Poor
Flooring / baseboards	Good	Fair	Poor
Outlet/Switches	Good	Fair	Poor
Fixtures / Sink	Good	Fair	Poor
Cabinets/counter tops	Good	Fair	Poor
Refrigerator	Good	Fair	Poor
Range / Range Hood	Good	Fair	Poor
Dishwasher	Good	Fair	Poor
Garbage Disposal	Good	Fair	Poor
Microwave	Good	Fair	Poor

Other:	Good	Fair	Poor
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3. LIVING ROOM & DINING ROOM

Windows/ Blinds	Good	Fair	Poor
Light Fixtures	Good	Fair	Poor
Outlet/Switches	Good	Fair	Poor
Ceiling / Walls	Good	Fair	Poor
Flooring / Carpets	Good	Fair	Poor
Sliding Doors / Blinds	Good	Fair	Poor
Sliding Door Locks	Good	Fair	Poor

4. MISCELLANIOUS

A/C System	Good	Fair	Poor
Laundry – Washer / Dryer	Good	Fair	Poor
Water Heater	Good	Fair	Poor
Garage Door/ Opener	Good	Fair	Poor
Overall Garage Condition	Good	Fair	Poor
Alarm System	Good	Fair	Poor
Smoke Detectors	Good	Fair	Poor
Fire extinguishers	Good	Fair	Poor
Window Screens:	Good	Fair	Poor
Fire Place	Good	Fair	Poor
Other:	Good	Fair	Poor

5. MASTER BEDROOM

Windows/ Blinds	Good	Fair	Poor
Flooring / Carpet	Good	Fair	Poor
Outlet/Switches	Good	Fair	Poor
Ceiling Fans / Light Fixtures	Good	Fair	Poor
Ceiling /Walls	Good	Fair	Poor
Doors/ stops	Good	Fair	Poor
Closet Doors	Good	Fair	Poor
Closet Shelves	Good	Fair	Poor

6. MASTER BATHROOM

Windows/Blinds:	Good	Fair	Poor
Outlet/ Switches	Good	Fair	Poor
Shower/Tub:	Good	Fair	Poor
Shower Door	Good	Fair	Poor
Vanity/ Sink & Fixtures :	Good	Fair	Poor
Cabinet / Counter Tops	Good	Fair	Poor
Toilet	Good	Fair	Poor
Exhaust Fan	Good	Fair	Poor
Doors / Locks	Good	Fair	Poor
Floors /Baseboards	Good	Fair	Poor
Walls /Ceilings	Good	Fair	Poor
Other:	Good	Fair	Poor

7. BEDROOM 2

Windows/ Blinds	Good	Fair	Poor
Flooring / Carpet	Good	Fair	Poor
Outlet/Switches	Good	Fair	Poor
Ceiling Fans / Light Fixtures	Good	Fair	Poor
Ceiling /Walls	Good	Fair	Poor
Doors/ stops	Good	Fair	Poor
Closet Doors	Good	Fair	Poor
Closet Shelves	Good	Fair	Poor

8. BEDROOM 3

Windows/ Blinds	Good	Fair	Poor
Flooring / Carpet	Good	Fair	Poor
Outlet/Switches	Good	Fair	Poor
Ceiling Fans / Light Fixtures	Good	Fair	Poor
Ceiling /Walls	Good	Fair	Poor
Doors/ stops	Good	Fair	Poor
Closet Doors	Good	Fair	Poor
Closet Shelves	Good	Fair	Poor

9. BEDROOM 4

Windows/ Blinds	Good	Fair	Poor
Flooring / Carpet	Good	Fair	Poor
Outlet/Switches	Good	Fair	Poor
Ceiling Fans / Light Fixtures	Good	Fair	Poor
Ceiling /Walls	Good	Fair	Poor
Doors/ stops	Good	Fair	Poor
Closet Doors	Good	Fair	Poor
Closet Shelves	Good	Fair	Poor

10. BATHROOM 2

Windows/Blinds:	Good	Fair	Poor
Outlet/ Switches	Good	Fair	Poor
Shower/Tub:	Good	Fair	Poor
Shower Door	Good	Fair	Poor
Vanity/ Sink & Fixtures :	Good	Fair	Poor
Cabinet / Counter Tops	Good	Fair	Poor
Toilet	Good	Fair	Poor
Exhaust Fan	Good	Fair	Poor
Doors / Locks	Good	Fair	Poor
Floors /Baseboards	Good	Fair	Poor
Walls /Ceilings	Good	Fair	Poor
Other:	Good	Fair	Poor

11. BATHROOM 3

Windows/Blinds:	Good	Fair	Poor
Outlet/ Switches	Good	Fair	Poor
Shower/Tub:	Good	Fair	Poor
Shower Door	Good	Fair	Poor
Vanity/ Sink & Fixtures :	Good	Fair	Poor
Cabinet / Counter Tops	Good	Fair	Poor
Toilet	Good	Fair	Poor
Exhaust Fan	Good	Fair	Poor
Doors / Locks	Good	Fair	Poor
Floors /Baseboards	Good	Fair	Poor
Walls /Ceilings	Good	Fair	Poor
Other:	Good	Fair	Poor

12. BATHROOM 4

Windows/Blinds:	Good	Fair	Poor
Outlet/ Switches	Good	Fair	Poor
Shower/Tub:	Good	Fair	Poor
Shower Door	Good	Fair	Poor
Vanity/ Sink & Fixtures :	Good	Fair	Poor
Cabinet / Counter Tops	Good	Fair	Poor
Toilet	Good	Fair	Poor
Exhaust Fan	Good	Fair	Poor
Doors / Locks	Good	Fair	Poor
Floors /Baseboards	Good	Fair	Poor
Walls /Ceilings	Good	Fair	Poor
Other:	Good	Fair	Poor

Other Notes Remarks: _____



Thank you for the opportunity to continue to serve you! We are always looking to improve our service to you and would appreciate it if you could fill out this survey and send it back to us, so we can hear how your rental experience is going.

CUSTOMER FEEDBACK

Are all the appliances working correctly? (Refrigerator, microwave, stove, dishwasher, etc.)	
Is the AC system working properly?	
Do you have at least 2 live/working smoke detectors inside the unit?	
Are there any bad smells/foul odors coming from inside the unit? Smells like mold, smoke, etc.	
Are there any visible signs of leaks or water damage in any of the rooms on the ceiling or walls?	
Do you feel the staff is responsive when you call/email/message us or submit a work order?	
Do you have any feedback for the team based on your rental experience	
What are some of the criteria that are must have's in your next home or rental?	