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## Tenant Move-Out Procedures & Checklist

Please use the following checklist as a guide to completing your move out and to help you avoid deductions from your security deposit. This list, in conjunction with your original check-in inspection sheet, and any maintenance completed during your occupancy, will be used for your checkout inspection.

The following information is provided to help you get your security deposit returned without any misunderstandings:

1. Submit your 30 or 60 Day Notice to Vacate form with completed forwarding address. Most of the time we either have tenants scheduled to move in right away or work scheduled to be done. Therefore, it is imperative that you stay with your scheduled move-out date.
2. All keys and remotes associated with your property must be returned to the office on the last day of the lease. You will be notified and provided pictures of any repairs or cleaning that will be deducted from the Deposit within 5 business days of move out. Vendors will be contacted and work started soon as possible.
3. According to the terms of your Lease, RE/MAX EXPERTS Property Management has 30-days to return your security deposit if repairs are needed. Security deposits will be mailed to the forwarding address provided within 30-days of date keys are returned.
4. Remember to CLEAN your rental property inside/outside to avoid any charges against your deposit. Refer to the following Move-Out Checklist for further information. Do not expect to move and clean your rental in just one day, allow yourself a full day for cleaning.

Take the burden off of yourself when it's time to move out and use one of our preferred vendors. You can coordinate the following items with us:

- Full Home Deep Cleaning
- Carpet Cleaning (to include Treatment & Deodorizing)
- Minor Repairs
- Lawn Service & Hedge Trimming
- Debris Removal & Hauling

# Move-Out Checklist

If you are hiring a professional cleaner, give them this list to ensure they do not miss items. Some of the following items pertain mainly to single-family homes and Duplex's. If you are not responsible for maintaining the following items, then simply skip them. If you have any doubt, please call.

- **PAINTING:** Please remove all nails---DO NOT PATCH, SPACKLE OR SPOT PAINT NAIL HOLES, or touchup paint without approval. If you paint & it does not match or if you do a poor job of filling holes, you will be charged for necessary painting to match the existing paint or to redo spackling. Charges for painting depend on length of time in the property and whether it exceeds normal wear & tear. (Paint found left in the home is only for possible color matching, not to be used for painting home)
- **CARPET CLEANING:** Tenants are required to have the carpets **PROFESSIONALLY CLEANED** at the time of Move-Out. This must be completed after you have completely removed all your belongings and vacated the property. A receipt from a professional carpet cleaning company must be provided to us when you turn in your keys. **DO NOT** rent machines from a store or use home cleaning machines. Only professional cleaning is acceptable. Be sure to have any spot treatments or pet treatments done as needed. If any **Odors or Pet Odors re-surface** after you have vacated the property, you will be responsible for charges incurred to remove the odor.
- Any changes made to the home by you during occupancy must be restored to original condition unless otherwise agreed to in writing. This includes (but not limited to) temporary fences, removal or placement of doors, handicap fixtures, etc. If you have removed any window treatments or area rugs, they must be put back in place for inspection.
- All non-carpeted floor should be free of stains, scratches, dust and debris and washed. Be careful with hardwood floors, do not use soap and water on wood floors. Use appropriate cleaners labeled for wood or wood laminate floors. (Do not use Mop and Glow cleaner)
- All interior windows and sills must be clean. This includes the area between the windows and storms/screens. If during your occupancy, any windows were broken, or cracked, screens torn, ripped, or have holes, this must be repaired in accordance with your lease.
- All window treatments that were provided, or are being left must be clean, have no stains, blind veins not bent, and in good working order.
- All walls, ceilings, and closet interiors must be free of smudges, grease, and food stains.
- All woodwork, moldings, trim, doors, vent covers, and baseboards must be free of dirt, dust, and stains. Especially along top of base boards.
- All light bulbs must be in working order, the proper type of bulb in the socket, and light fixtures/globes must be cleaned.
- All smoke detectors must be in working order and will be tested. (If it is beeping, you need to replace the battery. It takes a 9-volt square battery).
- All exhaust fans/vent covers should be in working order and free of dust and grease.
- Kitchen cabinets, shelves, drawers, and counter tops must be free of crumbs and grease, wiped inside and outside.

- Refrigerators/Freezers must be washed/cleaned inside and outside. If on wheels, they must also be pulled out, and all dust and dirt is removed from the back, sides, floor, and walls surrounding the refrigerators/freezers. **(DO NOT TURN OFF after cleaning. Dump all ice and turn off icemaker).**
- Stoves, ovens, cooktops, and microwaves must be cleaned inside and outside. **(Most stovetops can handle oven cleaner. Do not use oven cleaner in self-cleaning ovens. Use the appropriate stovetop cleaner for Smooth Top Stoves).**
- Dishwashers must be wiped inside and outside, especially the inside lip of the door.
- All sinks, faucets, and garbage disposals must be washed out and wiped clean.
- Kitchen walls and floors must be washed, and free of food stains, dust, dirt, and grease.
- All bathroom floors and walls must be cleaned. This includes the grout and caulking. **(Use bleach to remove any mold.)**
- All tubs, showers, sinks, and toilets must be cleaned, disinfected, and free of soap scum and cleanser residues.
- All medicine chests, vanities, and drawers must be emptied and wiped out.
- Laundry rooms must be free of dust, dirt, cobwebs, and debris.
- Air Filters must be changed and vent covers must be free of dust.
- The fireplace must be cleaned and vacuumed out. (wood burning)
- All trash, yard debris, and unwanted personal items must be removed from the property. If trash collection is not on your scheduled move out day, please make arrangements ahead of time to remove the bulk of it prior to that date. A minimal amount of trash may be kept at the curb or pick up point. In any case, no trash is allowed to be left in or on the property. Please take care to discard chemicals, paints, and appliances appropriately. You can be fined by the county if you do not. **(Call your trash company ahead of time, to let them know you will have a lot of trash. In addition, they can advise you on chemicals).**
- All flower/plant beds must be cleaned and free of weeds, leaves, and yard debris.
- All grass must be free from pet dung and debris and must be cut and edged. All shrubs must be neatly trimmed.
- All walkways, steps, decks and patios must be swept and free of weeds.
- If your vehicle has leaked oil in the garage or driveway, the oil stain must be cleaned up.
- If you have a garage, please make sure it is swept clean.
- If you have a tool/garden shed please sweep it out. Clean up any chemical spills, and make sure all tools and yard equipment is removed.
- Turn in all remotes, i.e. garage, ceiling fans, and gate at final inspection **(If you were issued remotes at move in and do not have them to turn in for move out, you will be charged accordingly).**

**Thank You!**

**Good Luck with your move, and in your future home!**