

TENANT CHECKOUT PROCEDURES

We sincerely thank you for selecting a home managed by ERA Neubauer Real Estate, Inc and we wish you the best of luck in your future endeavors. We hope the following guidelines will assist you in preparing for your upcoming relocation.

After vacancy, your security deposit will be disbursed based on the terms of your lease with the property owner, the security deposit agreement, and in accordance with Chapter 83 of Florida Statutes which provides 30 days for claims to be made on the deposit. In practice, we strive to complete inspections and process deposits as quickly as possible and rarely are the entire 30 days required.

Keys and Garage Openers: Per the lease, occupancy is formally terminated only upon delivery of all keys and garage door remotes. **Keys must be turned into the same ERA location where you signed your lease.** The lease provides that rent will continue to accrue daily until the keys are formally returned. **If keys are not turned into ERA Neubauer Staff (i.e. left in a drop box), please contact ERA the next day to confirm the keys have been received and the date is documented.**

The disposition of your security deposit is subject to the following terms:

- Full term of the lease has been fulfilled.
- A 30-day written notice of your notice to vacate has been received by our office.
- Any damage to the property does not exceed *normal wear and tear*.
- Entire premises must be professionally cleaned and ready to occupy. Final approval is subject to a physical inspection and is based upon appropriate standards as well as previously completed inspections and the inventory and condition form you were asked to return to our office at the beginning of your lease to determine damages and wear and tear. Please note that the purpose of the inventory and condition forms is to correct any deficiencies when you take occupancy and cleaning (including carpets), yard service, and any repairs that were completed during your tenancy are still your responsibility when you vacate the premises.

All homes managed by ERA are professionally cleaned between tenants. When preparing the home for vacancy, please consider the following cleaning criteria. Depending on the terms specific to your lease, the estimated cost of a professional interior cleaning and carpet cleaning may have been included when you signed your lease. However, should the cost exceed the estimated charge, the additional amount will be deducted from your security deposit.

The following are professional cleaning standards:

Kitchen:

- Remove everything from refrigerator, drawers, cabinets, and counters. All surfaces should be wiped clean. Empty any ice trays or bins.
- Make sure the sink is clean and free of all debris.
- Clean oven and stove thoroughly, including drip pans and range hood. (Sometimes it's easier to just replace the drip pans since they are generally inexpensive.) Please do not cover drip pans with foil.
- Clean all smooth surfaces: Counters, appliances, flooring.
- Clean all cabinets inside and out, including drawers.
- Clean all ledges- windowsills, baseboards, blinds and doors.
- Clean switch plates and the surrounding wall areas of smudges, fingerprints, etc.
- Mop floor.

Bathrooms:

- Clean all surfaces: Showers, tubs, sinks, vanities, mirrors and toilets inside and out to remove soap residue.
- Clean mildew from any surfaces with solution of bleach and water or tile cleaner.
- Clean floor.
- Clean baseboards, windowsills, blinds, doors, switch plates and the surrounding wall areas of smudges, fingerprints, etc.

Other:

- Clean wall and door areas of smudges, fingerprints, etc.
- Clean ceiling fans.
- Clean baseboards through out the home. Though they may not appear dirty, they are probably dusty and still need to be cleaned.
- Clean/wipe down blinds as they also get very dusty.
- Sweep out fireplace.
- Replace disposable AC filter or rinse or vacuum permanent filter. (If a new one is needed, the cost will be deducted from your security deposit.)
- Clean A/C airflow vents as they also get very dusty.
- Clean/dust all light fixtures and replace any burned out light bulbs. Replace globes /covers if missing as there will be charges for any missing fixtures.
- Sweep out garage and laundry room.
- Remove all trash and debris from house and garage and arrange for proper pick up.
- Clean swimming pool and chemically balance.
- All windows should be cleaned on the inside and door windows should be done inside and out.

Pets:

If you've had a pet, the cost of flea treatment will be deducted from the security deposit in accordance with your Pet Agreement. This applies whether or not the pet has been kept outside or inside the home.

Yard:

Grass must be freshly cut, edged, trimmed, beds weeded and bushes trimmed, sidewalks blown and leaves and pine straw raked. Roof gutters also must be cleaned out. Any damaged areas from pets or other neglect (barren areas, holes, etc.) must be repaired and sodden or seeded in the same manner and type as the original lawn.

Utilities:

Electric and water are both required for inspection and cleaning purposes. The lease requires that utilities stay connected **10 days** until the inspection and any necessary cleaning has been completed. To mitigate utility costs, turn off all lights, set thermostats to 80 degrees (65 in heating/winter months) and make sure all water fixtures inside and outside of the home are off. If additional cleaning is required after you vacate, it will be necessary for our office to arrange for temporary electric and water service to accomplish the work. **The lease provides for any temporary utility costs to be deducted from the security deposit.**

Securing the home:

Please make sure all doors and windows are locked prior to turning in keys to ensure the home is secured after you vacate.

Interior Cleaning:

If your lease did not include the estimated charge for professional interior cleaning, it is still required that the home be cleaned to a professional standard. As an option and for your convenience, if you are current on the lease (no delinquent charges), you can opt for us to arrange professional interior cleaning service after you vacate. The housekeeping cost would be deducted from the security deposit. Most tenants appreciate this service because it relieves them of any cleaning issues at a busy time. If this option is selected, please make sure all items are removed from the home as outlined above and keep in mind that any general cleaning completed will reduce the amount of time and cost the professional cleaning service charges. Your cost will be equal to the actual charge by the vender, as ERA Neubauer Real Estate, Inc., does not charge for, or benefit from, any third party services. Please inform our staff if you wish to take advantage of this option.

Please be sure to provide your forwarding address and phone number so that your security deposit can be processed as quickly as possible.

Also be sure to cancel your automatic online payments if you used this service.