



Hello,

Thank you for choosing Beach Sunsets Inc. As your lease end approaches, please review the information below carefully to ensure a smooth transition and avoid unnecessary charges.

Move Out

The final inspection will only be performed after TENANT(S) have completely vacated the premises. Please coordinate with the office on your keys.

Move Out Instructions

Our goal is to make your move out and the return of your deposit as smooth as it can be. Please take a moment to review these detailed instructions. Failure to comply with these instructions may result in deductions to your security deposit, and possibly additional charges in excess of that amount. Please contact our office with any questions.

Deposit Return

We love to refund tenants their full deposits! That is a win-win for everyone. However, in order for us to do that you must fulfill the terms of the lease and follow these move out instructions. The amount you receive back is really up to you. We will be very happy to make no deductions for repairs or cleaning. As mentioned, we will process your deposit within 15 days from when you vacate the property and the lease is terminated. You will be notified within 30 days after you vacate, of any scheduled charges and/or estimates. We will then send the disposition, inspection report and check to the forwarding address you provided.

Repairs

If you have caused any damage to the property that needs repair please have that addressed before move out (broken blinds, screens, door handles, trim, cabinets, towel racks, etc.) If there are repairs needed that you cannot get completed, please inform us of them in writing. This way there will be no surprises or miscommunications.

Carpet

All carpet that has been stained must be professionally cleaned and treated, with receipt given to us before the last day of the lease term (no Rug Doctor/self-cleaning is allowed). If you have had a pet in the property, you are required to have the carpet cleaning service treat for fleas and address any pet stains. This is really important and if this is not done Beach Sunsets, Inc will have to resend a carpet cleaner at your expense.

Approved Vendor: Essential Element Carpet Cleaning: 850-814-4671

Cleaning

Careful attention and meticulous cleaning of the following items will ensure prompt return of your deposit. Cleaning can be tiresome. Please consider hiring a professional cleaner if you feel you will not have the energy or time to properly clean the property. You should provide the cleaner with this check list to ensure they get everything. Please do not leave the property unclean. Dirt is not considered ordinary wear and tear. Please reference cleaning checklist attached.

Approved Vendor: The Added Touch Cleaning : 850-545-3497

Water Filter

Please leave water filter in unopened box on counter with your keys, pool fobs, remotes, etc.

Missing filter will be charged out of your deposit at cost of filter plus \$35 fee.

Keys

Please leave one key in the lockbox left for you. You will receive a mid month email with code instructions. The remainder of the keys, garage remotes and pool fobs should be left on the kitchen counter.

Missing keys, fobs, parking passes and remotes (if applicable) are subject to HOA replacement costs and fees.

Left Over Items In Home

Please take all of your belongings. This includes internet boxes and personal. Anything leftover will be hauled away and you a fee.

Mail

Now is a great time to fill out the forwarding address form with USPS. Beach Sunsets, staff and owner are not responsible for collecting or forwarding mail. It will be returned to sender.

IMPORTANT INFORMATION ON PAINTING AND TOUCH UP PAINTING

Pre Move Out Inspection is recommended for the tenant to have full understanding of condition expectations and security deposit refund

Normal Wear and Tear and Tenant Neglect are determined during your move out inspection.

The definition of **Normal wear and tear (Owner Expense)**:

“Normal wear and tear” refers to the damage done to the property from aging and/or normal depreciation. This is different than damage done due to the tenant’s negligence. While Florida state law does not give specifics about what constitutes normal wear and tear. Common, but not all examples are included below:

The definition of **"Tenant Neglect" (Tenant Expense)**: 2 Rules:

Damage to the rental unit can only be charged to the tenant if it:

1. Is beyond normal wear and tear
2. Occurred during the tenancy and did not exist before the tenant moved in.

Walls:

Normal Wear and Tear-

- Minor nail holes from thumbtacks or hanging posters
- Small chips, spots, dents(door knob eg.), or cracks due to settling
- Fading paint due to sunlight
- Minor scuff from daily use
- Cracked paint

Tenant Neglect-

- Large holes from careless drilling, weighty wall hangings, or large nails
- Multiple nail holes needing repair
- Unapproved, unprofessional or noticeable touch up paint job
- Water damage on wall from hanging plants or constant rubbing of furniture
- Damages that were not documented on Move in check list

****We do not advise 'matching paint' and touching up. Sheens and textures differ and colors aren't always exact. If you choose to do your own touch up this will be at your own risk.**

Cleaning Checklist

General Items:

- ☐ Replace all burned out light bulbs and batteries on smoke/CO detectors (This will avoid a labor and bulb/battery charge)
- ☐ Repair damage caused to the property (e.g. torn screens, broken windows, clogged drains, etc.)
- ☐ Absolutely no garbage is to be left at the property. Do not leave a trash can full or trash stacked on the curb. Make arrangements to have trash picked up or you will be charged a haul away fee.
- ☐ Remove all personal items from the property
- ☐ Remove all marks from walls
- ☐ Dust all window sills/tracks, baseboards, light fixtures and fans
- ☐ Clean all floors including under all appliances (Stove and Refrigerator)
- ☐ Clean fireplace debris
- ☐ Remove cobwebs from ceiling, windows, corners, behind doors and on chandeliers/light fixtures

Kitchen:

- ☐ Wipe down walls, backsplashes, and cabinetry
- ☐ Sweep and mop floor
- ☐ Clean sink and drain
- ☐ Clean outside and inside of oven (replace drip pans if needed)

- ___ Clean stovetop, control panel and dials
- ___ Clean microwave inside and out
- ___ Clean outside of dishwasher
- ___ Wash all counter tops
- ___ Clean outside and inside of refrigerator including freezer and top
- ___ Remove all racks, shelves and drawers, and thoroughly clean all surfaces, then replace racks.
- ___ Clean all cupboards and drawers inside and out
- ___ Wash stove hood, remove and wash filter and light

Bathrooms:

- ___ Clean bathtub and or shower including fixtures
- ___ Clean sink and faucet fixtures
- ___ Clean all tile and grout
- ___ Mirrors, medicine chest, cabinets, drawers should be cleaned and all items removed
- ___ Clean and sanitize toilet
- ___ Wash or mop floor

Bedrooms:

- ___ Remove all items including hangers
- ___ Vacuum carpets, including edges or mop
- ___ Clean windows, sills/tracks, ceiling fans and blinds or window coverings

Garage:

- ☐ Remove all personal items
- ☐ Sweep floor
- ☐ Remove any auto fluid stains with appropriate cleaner

Yard:

- ☐ Weed appropriate planting areas and remove dead leaves and debris
- ☐ Mow lawn and edge
- ☐ Trim hedges and shrubs
- ☐ Sweep walks, decks and patios
- ☐ Remove all pet waste and repair related damage

Remove all personal items from sheds/outbuildings, if applicable.

Thank you for following these move out instructions and for being a tenant of Beach Sunsets, Inc! We wish you the best at your new property.