



August 19, 2010

MOVE-OUT PROCEDURES

To: TENANT

Property Address: 1234 Main Street

Dear Tenant,

The following "Move-Out Procedures" are designed to assist you in closing out your rental account with Link Realty. Upon moving out at the end of your lease, it shall be the Tenant's responsibility to:

- Remove all of your belongings from the property, attic, garage, patio, balcony, storage room & closets.
- Remove all trash and dispose of it properly. **DO NOT leave trash at curbside.**
- Clean all exterior and interior surfaces of the kitchen appliances: including the refrigerator, stove, dishwasher, hood and microwave.
- Remove all nails in walls, spackle and paint with matching color as necessary. Always try touch up paint first to insure it matches.
- Sweep and mop all non-carpeted floors.
- **All carpeting must be cleaned by a professional cleaning company and you must provide a receipt when turning in your keys.** We recommend Heaven's Best Carpet cleaning (813) 294-2392
- Clean all bathrooms.
- Remove any shelf paper and clean from the cabinets, drawers and shelves.
- Clean all mirrors, ceiling fans and light fixtures.
- Clean all window and mini-blinds.
- The electricity and water must be left on for **three days** after vacating the premises so Management can inspect all electrical outlets, lights, and appliances. Failure to do so will result in a charge against your security deposit for power turn on.
- Inform all utility companies and Postal Services of your departure date and forwarding address.
- All smoke detectors, all light fixtures & bulbs, ceiling fans, garage door openers and any other equipment originally in the home **MUST** be in the same condition as the day you moved in.
- Cut the lawn; weed the flower beds; edge and trim the shrubs. (If Applicable)
- Return all property keys, garage remotes, mail keys and access gate keys on the expiration date to **CENTURY 21 Link Realty, Inc, 1517 Oakfield Drive, Brandon, FL 33511** and provide your forwarding address.
- Management may be placing a **"For Rent"** sign on the property and showing the property for rent prior to the time you vacate the premises. Please be considerate when we request a convenient time to show the property.

In general, all cleaning, painting and necessary repairs **MUST** be completed prior to returning the keys. By completing these repairs and or cleaning your residence (or pay someone else to complete them) before you leave will be much more economical than the amount we customarily charge to perform the same service. Save yourself money and be sure the property is in the same condition it was when you moved in.

I/we hereby acknowledge that I/we have read the foregoing Rules and Regulations and hereby agree to abide by each and every one.

Resident

Resident

Date