



Showing Instructions & Move Out Procedures

Thank you for being a valued tenant of The Elliott & Eijo Group at S&D Real Estate Services, LLC, we understand that moving can be a stressful and hectic time and we want to make sure that we provide you with instructions on how to properly vacate your rental property and other items that will be helpful for your move out.

Showing Instructions

Once you have provided our office with written notice that you are vacating the residence, we will begin the process of assessing the property and will be placing the property on the active rental market to acquire a new tenant which will require us to show the residence to prospective tenants while you still occupy the residence.

You have two options as to how the property will be shown to prospective tenants so please let us know which option works best for you.

1. Elliott and Eijo at S&D Real Estate Services will provide you with a 24-hour notice prior to showing the property and the property will be shown by a member of our team.
2. We understand that you may want to be present during the showing of your property and we would like to accommodate that request, if possible. If you provide us with the days of the week Monday thru Friday and times that work best for you during the hours of 9am-5pm we can make efforts to work around your schedule.

Please note that section 2.9 of your lease references our showing procedures to prospective tenants which is also in accordance with [Florida Statute 83.53](#) which details the landlord's right to exhibit the dwelling to prospective or actual purchasers, mortgagees, tenants, workers or contractors with "reasonable notice" which is defined as "at least 12hrs prior to entry" and at a reasonable time which is defined "between 7:30am and 8:00pm."

****Our team typically will show homes between the hours of 9:00am & 5:00pm**

If a tenant refuses showings then a "Notice to Enter" the property will be posted on the property and we will enter the property at the time referenced on the notice and a \$75.00 fine will be assessed to your account.



Preparing for Move Out

- Please provide our office with a forwarding address and notify the post office of your forwarding address.
- All keys, garage door openers and gate remotes, pool passes, etc. must be turned in to our office by the expiration date of the lease agreement or pro-rated rent will be charged daily until they are turned in.
- Our walkthrough specialist will perform a thorough walkthrough of the property once the home is completely vacant. A detailed report of the property's condition can be provided once the walkthrough is completed at the tenants request.
Tenants are not permitted to be present during the final walkthrough inspections.
- Once the walkthrough has been completed the property manager will compare the move-in report with the move-out report to determine if there will be any charges against your security deposit.
- Utilities must be on during the inspection and if the utilities are not on for the move-out inspection the tenants will be charged a \$75 trip charge. Any delays caused by the utilities not being turned on will delay the return of your security deposit and the charges incurred for utilities will be deducted from your deposit.
- Tenants are not permitted back on the property after vacating.
- Call utility companies and arrange for final readings.

Preparing the Interior of the Home for Inspection

- Remove all personal belongings from the premises.
- Leave power and water on until inspection is completed (1-3 days after vacating)

PAINTING / WALLS / BASEBOARDS / WINDOWS / SWITCH PLATES / CLOSETS

- Remove all nails – PATCH, SPACKLE AND SPOT PAINT NAIL HOLES, or touch up paint. If you paint and it does not match or if you do a poor job of filling holes you will be charged for the necessary painting to match the existing paint or to redo spackling. You may call our office to obtain paint codes (if available). Charges for painting depend on length of time in the property and whether it exceeds normal wear and tear.
- Walls, baseboards and ceiling must be cleaned and free of cobwebs and lint and spot clean walls as necessary.
- Clean ALL wall switch plates and outlet covers.
- Clean ALL windows inside and out, clean window sills, mini-blinds and vertical slats thoroughly. Be careful not to bend or damage the slats when cleaning.
- Clean mirrors, windows and sliding glass doors with glass cleaner. Also clean window and sliding glass door tracks.
- Clean ALL closets, storage spaces and shelving. Make sure that they are free of dust, spider webs and miscellaneous debris.

FLOORING

- Clean vinyl, wood and/or tile flooring including grout. Clean and dust all base boards.



- HAVE CARPETS PROFESSIONALLY CLEANED at the time of move-out. This must be done 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 by a truck mount company is acceptable. Be sure to have any spot treatments or pet treatments done as needed. If any odors or pet odors resurface after you have vacated the property you are responsible for charges incurred to remove the odor. If you hire a carpet cleaner other than the ones we recommend, **BE SURE** the carpet cleaner will guarantee their work to S&D Real Estate Services standards/satisfaction.
Please be sure to let them know that you rent from S&D Real Estate Services and ask for any possible discounts. **If the cleaning is not done to our standards, tenants will be charged for any additional expense.**
- Be sure to clean or replace air conditioner filters with pleated filters (must be correct size) as you vacate the property. HVAC and water heater enclosures should be vacuumed.

FANS / SMOKE ALARMS / FIREPLACES

- Clean ceiling fans and light fixtures:
 - A. Replace burned out or missing light bulbs. Be sure to use the correct wattage and type.
 - B. Replace broken globes.
 - C. Make sure the ceiling fan blades including the top and light kits are clean.
 - D. Check the ceiling surrounding all fans. Often dust has gathered by the fans and adheres to the ceiling. One of the easiest ways to clean this is to lightly sweep the ceiling with a broom or use a vacuum with the brush attachment.
- Smoke alarms must be operative and in place. Replace batteries as necessary.
- Clean fireplace, hearth and mantle. Remove ashes and debris. Be sure hot ashes are properly extinguished prior to disposing.

KITCHEN & APPLIANCES

- Clean kitchen appliances inside and out, replace burned-out appliance light bulbs
- Clean oven, stove and under drip pans.
- If the drip pans and rings on the range are not clean and in like-new condition, it would be more economical for you to replace them yourself, rather than to be charged for them. Foil covering drip pans is not acceptable.
- Clean oven/range hood vent including filter.
- Pull out stove and refrigerator and clean behind them.
- Wash out refrigerator and compartments, including freezer.
- Don't forget to wash off the top exterior of the refrigerator and clean the rubber gasket around refrigerator and freezer door. Clean bottom vent.
- Clean dishwasher. Run empty dishwasher one last time. Use the normal amount of soap you would use for a full load. Wipe down the gasket, the door, and the surrounding areas.
- Be sure the garbage disposal is clean and free of debris. (Do not use fingers to check)
- Return or replace sink stoppers.



- Thoroughly clean and wipe the inside and outside of all cabinets, shelves, drawers and countertops.
- Clean sinks and faucets. Make sure that they are free of stains, scale and rust.

BATHROOMS

- Clean countertops, sink(s), soap dishes, tiles, fixtures, tub and/or showers. Be certain they are free of mold, mildew, soap scum, scale and rust.
- Do not use scouring power to clean acrylic or fiberglass tubs, it will ruin the finish.
- Clean mirrors, light fixtures and medicine cabinets.
- Thoroughly clean and wipe the inside and outside of all cabinets, drawers and wipe down shelving.
- Clean toilets inside and out and remove all lime deposits. Clean toilet seat surfaces, top and bottom.
- Mop and vacuum flooring.

Preparing the Exterior of the Home for Inspection

- Mow, edge and water the lawn.
- Trim and prune small trees and shrubs.
- Rake, bag and dispose of fallen leaves.
- Remove all trash and debris from the yard.
- Pick up and dispose of any animal droppings.
- Remove all trash and garbage from the premises, including curbside.
If you have trash that exceeds the normal pickup, you are to arrange to have it hauled away.
- Replace damaged screens and windows.
- Walkways, driveways, patios and garage floors must be swept clean and free of oil, grease and other debris.
- Repair pet damage and treat for fleas, ticks, and etc.
- Clean outdoor light globe(s).
- Replace burned out or missing light bulbs.

Professional Cleaning

If you clean your house and it does not pass our inspection you will be charged for additional cleaning by a professional. (Price for professional cleaning will be \$200+ depending on the severity)

Our experience has been that after the work and stress of moving out, tenants may be too tired to clean the house so we recommend considering a professional cleaning company. You are certainly free to choose any company or use our recommended companies.

Make sure to inform them that this is a "Make Ready Clean" and that you are a tenant of the Elliott & Eijo Group at S&D Real Estate Services. If you use our recommended vendors, they will guarantee their work.



If you hire a professional cleaning service you should provide them a list of what we expect and oversee and inspect their work. Confirm with the company you hire that they will clean the home to the Elliott & Eijo Group at S&D Real Estate Services standards and guarantee their work.

For a list of approved companies please email info@mylakelandhome.com.

<u>GENERAL CLEANING CHARGES</u>	<u>DAMAGE/REPLACEMENT CHARGES</u>
Bathtub \$30 Carpet \$200+ Ceiling Fans \$25+ Counters / Cabinets \$10 each Dishwasher \$25 Drawers \$5+ each Fireplace \$35+ Floors \$50+ Freezer \$20 Furniture Removal \$150+ Garage \$50+ Mini-Blinds \$40+ each Mirrors \$5 each Oven or Stove \$75+ Patio \$25+ Refrigerator \$50+ Sinks \$10+ each Sliding Glass Door \$25+ Toilet \$30+ Trash Removal: Exterior \$75 Trash Removal: Interior \$75 Vent Hood \$35+ Vertical Blinds \$35 Walls (per wall) \$35+ Windows and Tracks \$20+ each	<ul style="list-style-type: none"> ○ Battery for Smoke Alarm \$10+ ○ Blind Wand \$5+ ○ Door Replacement \$200+ ○ Drip Pans (all 4) \$45 ○ Light Bulbs - Specialty \$15+/each ○ Light Bulbs- Normal \$5+/each ○ Light Fixtures \$100+ ○ Light Globes \$25 ○ Mini-Blinds \$40+ ○ Oven Rack \$50+ ○ Reinstall Doors on Track \$30+ ○ Missing/Damaged Screens \$35+ ○ Switch Plates \$5+ ○ Toilet Seat \$40+ ○ Tub stopper/Drain covers \$15+ each ○ Vertical Blinds \$100 ○ Vertical Slats \$15 each ○ Window \$200+ <p><u>COST AND LABOR WILL BE CHARGED FOR</u> Counter Repair, Carpet Replacement, Vinyl Replacement, Drywall Repair, Painting, Mowing, Trimming Shrubs / Hedges.</p>



Return of Deposit

Our office complies with [Florida Statute 83.49\(3\)\(a\)](#) which is summarized below.

- A. **Deposits with no claims:** Returned to tenant via registered mail to the last known address (Leased Property Address) within 15 days.
- B. **Deposits with intention to pose claims:** Disposition Letter sent to tenant with a breakdown of claims against deposit, remainder of deposit (if any) and supporting documentation within 30 days. You will have 15 days from time of receipt to object, in writing, to any claims provided to you.

Deposits, Disposition Letters and supporting documents will be sent via registered mail and will require your signature.

The Elliott & Eijo Group at S&D Real Estate services would like to thank you for being a valued tenant and for taking the time to prepare your rental for the final walkthrough inspection.

We wish you the very best in your future endeavors,

The Management Team
Elliott & Eijo Group
at S&D Real Estate Services
2000 E. Edgewood Dr. (103)
Lakeland, FL 33803
(863) 333-5161
info@mylakelandhome.com