

MOVE OUT PROCEDURE

Dear Tenant,

The following information is for your benefit to insure a timely return of your security deposit.

1. Once you have vacated, **please return the keys, garage remote, and your new forwarding address, to the management office at 3000 66th St N Suite B St. Petersburg, FL 33710** between the hours of 8:30am and 5:30pm Monday thru Friday. After hours you can leave the keys, and garage remote (if applicable,) and your forwarding address in our 24/7 mail drop box slot on the office front door. Please put the keys and garage remote in an envelope and mark the envelope with your name and the property address. Remember to include your forwarding address (so we know where to mail your security deposit.)
Rent will still be charged if keys are not return on or before the expiration date of the Lease Agreement. If no forwarding address is provided, we will mail your deposit to the last known address we have, which would be the property you just vacated and hopefully it will be forwarded to you – if you have turned in a change of address with the post office.
2. Per your Lease Agreement, we are not permitted to use your security deposit as your last month's rent payment, **therefore your last months' rent must be paid on time.**
3. Per your Lease Agreement, the property must be left janitorially cleaned inside, as well as the yard mowed and trimmed, and the garage cleaned. Carpets must be professionally cleaned. **Please submit a paid receipt that the carpets have been professionally cleaned. If not, we will have the property professional cleaned and this cost will be deducted from your security deposit.** Most tenants feel it's more cost effective and convenient to let Tourtelot Property Management coordinate this - If you would like us to handle this for you, please let us know.
4. Make sure that all light bulbs are in place and working. Make sure the **AC filter is replaced with a new filter** and the AC closet or area is vacuumed clean, no dust. Make sure all smoke detectors are in place with the working battery. **Please make sure to clean off the ceiling fan blades.**
5. Check to make sure you have repaired any damage that you caused. **Any holes more than a pea size on the walls, ceiling or doors must be repaired, contact your property manager for information.** Small nail holes and or picture hooks you do not need to repair.

6. **If you have pets**, make sure there is no issue with fleas, any pet odors, or any pet damages. If fleas hatch out after you vacate, you will be charged for a flea treatment.
7. Please make sure you **have removed all your belongings, including your belongings from the Garage and the Storage Shed.**
8. Once you have vacated the property and surrendered the keys and garage door opener, we will do a Move Out inspection, and take photos or video to verify the condition of the property. **We do not do this inspection (walk through) with the tenant, so please don't ask.**
9. **Showing of the property** – per the terms of your Lease Agreement we have the right to show the property to prospective tenants. To make this as convenient as possible we offer two options for you. Please reply to us which option you prefer.

Option #1: We will contact you the day before the appointment to confirm a time to show the property the next day.

Option #2: You can give us a block of time two days out of the week and we will schedule the showings during those days and time, **one day must be Saturday.** (Example: Tuesdays and Saturdays between 11am & 1pm.)

Please email or call your Property Manager as to what option you prefer. If no option is selected, we will use option #1.

10. **Time Frame for Processing of Security Deposit:** Florida Residential Landlord-Tenant Act provides the following: **No Claim for Damages:** If no claim for damages or funds are due, it will be refunded within the 15 days period.
Claim for Damages/Funds Due: If there is a claim for damages or funds are due, a Claim on Security Deposit form will be sent to you by Certified Mail, within the 30 days' notice period. Cost for the repairs will be obtained, and the repairs will be done. If there is a partial refund of your security deposit, it will be sent Certified Mailed with the Claim on Security Deposit form.