

Number 1 Broker LLC

3573 Conroy Rd, Unit 100. Orlando FL 32839 Tel: (407) 566-3400 Fax: (407) 641-9531 Email: all@number1broker.net

Tenant Move-Out Procedures and Instructions for Move-Out Cleaning

We would like to thank you for your time with us. The following are some helpful tips to give you the best possible chance to receive your Security Deposit in full. Two general rules are:

1. Please ensure that the electricity, water and gas are on the time of scheduled Move-Out Inspection. You will have to reconnect the utilities and reschedule the Walk-through/Inspection if the utilities are not on.
2. The condition of the property when you move out should be the same when you move-in. You should assume that you are the next tenant of this property (the property you are moving out), write down a list of items needs to be cleaned and addressed. This list items should be addressed by you before our scheduled Inspection. If you hired outside vendor to perform certain tasks, such as Carpet Shampoo Cleaning, you should keep the original receipt for future reference.

KITCHEN:

- _____ Clean oven, Remove the racks, clean racks and wipe off, wipe out all residue and clean around the door edges.
- _____ Clean or replace drip pans. Clean stove top and underneath free of any grease or crumbs.
- _____ Clean sink and disposal free of all debris. Polish sink.
- _____ Empty all cabinets and wipe free of dust and crumbs.
- _____ Clean refrigerator, Empty ice trays and ice maker bucket. Clean freezer and crisper drawer. Please leave the doors open and the refrigerator in the OFF position when you leave.
- _____ Empty and clean dishwasher. Make sure the gasket area is wiped clean.
- _____ Clean kitchen floor.

LAUNDRY ROOM:

- _____ Wipe down washer and dryer completely leaving no soap residue in the corners or around the top. Take everything out of the dryer and clean the lint trap.
- _____ Clean laundry room floor? Check behind and around the washer and dryer to insure no stray items will be left.

LIVING ROOM:

- _____ Dust ceiling fan blades
- _____ Clean all windows, window ledges and mini-blinds.
- _____ Clean fireplace.

BATHROOM(S):

- _____ Clean tub and tiles free of soap scum and mildew with bleach and detergent.
- _____ Clean the toilet inside and outside
- _____ Clean sink and vanity top. Remove everything out of the drawer, medicine cabinet and underneath. Wipe out and clean drawers, medicine cabinet and underneath the cabinet.
- _____ Wash and Clean floor with bleach or detergent

BEDROOM(S):

- _____ Dust ceiling fan blades
- _____ Clean all windows, window ledges and mini-blinds
- _____ Remove all personal items from the closet

CARPET:

- _____ Vacuum AND Shampoo clean the carpet. Remove any stains or dirty spots.

WALL:

- _____ Patch all the holes on the wall and paint over with the exact matching color and finish.
- _____ If you have painted the wall of different color after moving-in, you will need to paint back the original color.

Remove all items from storage and clean thoroughly. Be sure that all items have been disposed of in dumpsters. Sweep out the storage room and remove cobwebs. If you have used the outside vendor completed certain tasks, such as shampoo cleaning the carpet, please keep the original receipt for reference.

Turn in ALL of your keys and access card.

Make sure that we have your forwarding address. This information is absolutely necessary to facilitate the return of your Security Deposit. Remember it takes approximately 2 weeks to receive your full refund and up to 45 days to receive the balance after any charges have been made.

It was a pleasure to have you as our resident and should you be in need of a rental in the future, please come back to see us.