

Checkout Procedures

Thank you for selecting a home managed by Neubauer Real Estate, Inc. We hope the following guidelines will assist you in preparing for your upcoming move and our staff will certainly assist in any way we can to make your departure as easy as possible. Your security deposit will be dispersed according to the terms of the lease, security deposit agreement and in accordance with the Landlord and Tenant Act, (Chapter 83 of Florida Statutes).

Keys and Garage Openers: Occupancy is formally terminated only upon delivery of **all** keys and garage door remotes.

The security deposit agreement and lease provide for the return of your security deposit subject to the following general terms:

- The term of the lease has been fulfilled.
- A 30-day written notice of your notice of your intent to vacate has been received in this office.
- Any damage to the property is limited to reasonable / normal wear and tear as interpreted by the staff member who completes the inspection, using the inventory/condition check-in form, prior photos or file notes as a baseline.
- The entire premises should be left clean and ready for occupancy. Final release of the deposit is subject to inspection.

When preparing the home for vacancy, please consider the following cleaning criteria:

Kitchen:

- Remove everything from refrigerator, drawers, cabinets, and counters. All surfaces should be wiped clean.
- Clean oven and stove thoroughly, including drip pans. (Sometimes it's easier to just replace the drip pans since they are generally inexpensive.) Please do not cover the stove drip pans with foil.
- Clean all surfaces: Counters, cabinet fronts, appliances, flooring.

Bathrooms:

- Clean all surfaces: Showers, tubs, sinks, vanities, toilets to remove soap residue.
- Clean mildew from any surfaces with solution of bleach and water, Tilex or similar product.
- Clean floors.

Other:

- Clean finger smudges from walls and around switch plates, doorknobs, etc.
- Clean /remove dust accumulation from ceiling fans.
- Clean baseboards.
- Sweep out fireplace and clean screen or glass doors.
- Replace disposable AC filter, or clean if permanent filter type.
- Clean/dust all light fixtures replace missing bulbs.

- Clean/dust blinds.
- Sweep out garage and laundry room.
- Remove all trash and debris from house and garage and arrange for proper pick up.
- Clean swimming pool and chemically balance.

Pets:

If you have had a pet, the cost of flea treatment will be deducted from the security deposit in accordance with your Pet Agreement. This applies whether or not the pet has been kept outside pet or inside the home.

Yard:

Grass: Cut, edged, trimmed. Please trim all bushes and weed flower beds.

Carpets:

Your lease requires professional cleaning of any carpeting upon vacancy. You may elect to have the carpet professionally cleaned by a licensed and insured vendor, and provide a paid receipt, or if you prefer, we will gladly assist in arranging for the carpet cleaning, and this cost will be deducted from your security deposit. Most of our approved vendors offer the service a discounted price. If you choose to arrange the professional carpet cleaning yourself, please check with our office or our website for a list of licensed and insured carpet cleaners.

(www.panamacityera.com/renting/vendors.pdf) for a list of licensed and insured carpet cleaners. The carpet is one of the items that will be verified during the checkout inspection.

Utilities:

Electricity and water are both required to do cleaning. Therefore, it would be beneficial to arrange to have the utilities connected until the inspection has been completed. If additional cleaning is required after you vacate, it will be necessary for our office to arrange for temporary electric and water service to accomplish the work. The lease provides for any temporary utility cost to be deducted from the security deposit.

Interior Cleaning:

As an option for your convenience, you may prefer for us to arrange interior cleaning after you vacate. The housekeeping cost would be deducted from the security deposit. Some tenants prefer this service because it relieves them of any cleaning issues at a busy time. Your cost will be exactly what the cleaning service charges, as ERA Neubauer Real Estate, Inc. does not charge or benefit from any third party services. Please inform our staff if you wish to take advantage of this option.

Please be sure to provide your forwarding address and phone number so that your security deposit can be processed as quickly as possible.