



Tenant Move Out Guide

In order to make the move out process as easy as possible, we've put together this guide to help you through your move out. As you get closer to your move out date, please continue to refer to this guide and follow the instructions detailed within. Following these instructions can prevent unnecessary charges or claims against your security deposit.

2 Weeks (or more) Before Move Out

As you get closer to your move out date, you will want to make sure you take care of the following to prevent last minute problems:

- ❑ **Forward Your Mail** - Contact the US Postal Service and inform them of your departure date and forwarding address. You can do this online at <http://moversguide.usps.com>
- ❑ **Newspaper Deliveries** - Please have your newspaper subscription updated to your new address or cancelled.
- ❑ **Moving Company** - We know a lot of moving companies and our favorite by far is Big Man Movers. Contact Wesley at 321-689-5600 or BigManMovers@gmail.com.



The Week You Move Out

You're almost through the hardest part... Hang in there! Please insure you do the following as you are moving out, to avoid unnecessary claims against your security deposit:

- ❑ **Utilities** - Contact your utility companies and ask them to schedule to disconnect service **24 hours AFTER** you intend to turn over the property to Kumba. Move out walkthroughs are performed the business day AFTER we receive your keys and you have fully vacated, and utilities must be on. If power and water are not available for the walkthroughs, you will be charged \$75 to reconnect each service.

Dropping Off Keys On	Turn Off Utilities On
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday or Weekend	Tuesday

- ❑ **Trash and Debris** - You must remove all trash and debris from the property and place it out for pickup.
- ❑ **Clean the Outside** - Clean the front and back entryways, back porch, and clean up the yard.
- ❑ **Lawn Care** - If lawn care is not managed for you by your landlord, please make sure that the lawn has been recently mowed, edged, weeded, and cared for.
- ❑ **Trash Pickup** - Please be 100% sure any trash you leave on the curb will be removed during routine trash pickup. No items may remain on the curb for more than 24 hours. Large items like mattresses or furniture, or large amounts of trash, require you to contact your municipal solid waste department and make special arrangements. If those items remain after trash pickup, we will be forced to charge you to haul away the trash.
- ❑ **Light bulbs and Smoke Detectors** - Often times tenants forget that they are responsible for replacing burnt out light bulbs and replace any smoke detector batteries that have gone bad (causing the unit to beep). Please replace these before vacating.



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- ❑ **Walls, Drywall Holes, and Paint Touch Up** - Remove all nails and hanging hardware. Clean any spots where handprints or other grease or grime have built up (these are not covered by the basic costs of a home cleaning). Small pin holes and wire nails can usually be fixed by us with minimal to no charge because they don't leave much damage. Screws, bolts, and/or wall anchors are not allowed to be used on walls at any point, and you will be responsible for any damage to the unit that needs to be painted, touched up, or filled in.
 - ❑ In an effort to minimize any damages you will be responsible for, we **recommend** that you **DO NOT ATTEMPT TO FILL, SPACKLE, CAULK, OR PATCH HOLES** on your own. One of our most common charges against the tenant after move out is to repair and touch up badly done drywall and paint work.
 - ❑ Paint left in the garage may have changed color over time, or the walls may have faded and might not match the original paint. Mix the paint really well and test the color in an inconspicuous place and wait to see if it dries to a matching color.
 - ❑ If you don't feel comfortable that you can repair wall or paint damage yourself, we advise you to contact us with any questions or concerns before attempting the work or just leave it for our vendors to fix.

- ❑ **Cleaning the Property** - Your lease includes a mandatory cleaning fee, which covers routine vacuuming, surface cleaning, dusting, and other light cleaning. When you leave, simply make sure that the property is not overly dirty on the inside before leaving. You do not need to vacuum, sweep, or wipe down surfaces before leaving. You still need to clean up the outside areas (porch, lawn, entry way) as these are not covered. Simply turn over the property, and we will schedule a cleaner to go out and take care of the property.
- ❑ **Carpet Cleaning** - If your property has carpets, please understand that we have carpets cleaned between each rental, just as we did before you moved in. Check to see if your lease includes a mandatory carpet cleaning fee. All homes with pets require deeper cleaning, and will be more expensive than the minimum fee in your lease. We do not recommend having it cleaned yourselves. We get competitive rates for carpet cleaning, and work with companies that can work miracles with stains, so we can most likely save you a lot of trouble and expense.



When You Leave

As you leave, please make sure you do these last minute things to protect the home from damage while it is vacant.

- ❑ **Ice Maker** - Please empty the ice maker by dumping all of the ice outdoors, **NOT IN THE SINK**. If the fridge loses power, the ice could melt, leaving water that can causing damage to the fridge or surrounding area. *Do not dump ice in the sink* as this can cause water damage under the sink due to condensation.
- ❑ **Air Conditioning** - Set the AC to 80 degrees in order to prevent humidity from building up within the house. This protects the home from mildew and musty odor.
- ❑ **Secure the Property** - Close and lock all windows, lock up the doors, close gates, and secure the property from unauthorized access.

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Turning Over the Property to Us

After you have moved out, you will want to turn over the property as soon as possible. Follow these steps.

- Key Return** - Return ALL KEYS and access devices given to you during your move in. All keys must be returned to us before your lease ends.
 - Failure to return your keys will be considered as abandoning the property, for which you will be charged a \$90 fee.
 - You will be charged 'Holdover Rent' of double daily rent per day past the the end of your lease term as long as you still have possession of the property and have not turned over keys.
 - If you think you will need more time than your lease allows, let us know as soon as possible so we can make arrangements.
- Vacating Premises Form** - All tenants must sign the "[Confirmation of Vacating Premises](#)" form and include it with your keys when you return them.
 - Include your forwarding address on this form so we know where to send your security deposit. You must be able to accept certified mail at this address.
 - Download from: <http://www.kumbarealty.com/go/vacatingPremisesForm>
- Invoices** - If your lease did not include cleaning or carpet cleaning fees, and you contracted for these services yourself, please include any invoices for work completed in order to get credit for it. Without these invoices, you may have to pay for additional cleaning services.



Security Deposits Returns and Claims

We follow all Florida State laws and guidelines regarding the handling of security deposits. For that reason, we require all correspondence disputing claims against your security deposit to be done in writing via written mail to our office. We cannot discuss any dispute over the phone, in person, or over email. We are sorry for the inconvenience.

- All claims and refunds will be sent to you via certified mail.** You must provide us with an address on your "*Confirmation of Vacating Premises Form*" where you can accept certified mail.
- Deposits will be returned to you within 15 days, UNLESS there is a claim against the security deposit. If a claim exists, by Florida Statute 475, we have 30 days to notify you of those claims, which we will do via certified mail.
- Claims against your Security Deposit:
 - In all circumstances, we will make every effort to return as much of your security deposit as possible. It is never our intent to impose unnecessary claims against your security deposit.

Most common claims against security deposits that you can prevent before move out:

- Replacing burnt out lightbulbs.
- Touch up paint and hole repairs.
- Make sure utilities are on the business day after your move out.

Common expensive claims against security deposit

- Repainting dirty or damaged walls.
- AC damage from not changing filters regularly or running without a filter.
- Heavy duty cleaning because of unusually dirty conditions.
- Carpet cleaning due to stains or unusual wear and tear.
- Re-sodding grass damaged by under-watering or failure to use irrigation system.