GRC
PROPERTY MANAGEMENT

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Move-Out Packet



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NOTICE OF RESIDENT(S) INTENT TO VACATE

To: GRC Property Management, LLC (Owner/Agent)

You are hereby given notice that_____ (Resident(s) Intend(s) to terminate the tenancy and to move from the premises located at:

_____, Apartment # (if applicable) _____, _____, FL _____
(Street Address) (City) (Zip)

On _____ **(the date you will be moving out).**

It is understood as follows:

a. that a Thirty Day Notice of Intent to Vacate is required by Section 83.57, F.S.
b. for Residents on a fixed-term lease, a Thirty Day Notice of Intent to Vacate is required. This does not relinquish resident from any obligation of the lease, including payment to the end of the lease term;
c. Resident's possession of the apartment remains in effect until all belongings are removed and all keys returned; and
d. Excepted as provided by law, rent is due and payable up to and including the final date of possession, or thirty (30) days after service of this notice to Manager, whichever is later.
e. Resident cannot use the security deposit as last month's rent. Rent is payable through the termination of the tenancy.
f. That resident will leave electricity and water on for 3 days after vacating so that the property may be adequately inspected. I understand failure to do so may result in a reconnecting charge that will be deducted from my security deposit.
g. I have received a copy of the following documents: Letter to Tenant Move-Out Reminders; Cleanup and Large Item Removal Reminder; Cleaning Requirements and Charges Guide for Repairs.

The resident's reason(s) for terminating the Lease Agreement is as follows: (optional)

_____

_____

Forwarding Address: _____

New Phone Number: _____

_____ _____
Tenant Signature date Tenant Signature date

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Letter to Tenant
Move Out Reminders

Dear Tenant,

Thank you for giving advanced notice of your intention to move. Now that you are moving out your lease/rental agreement requires that you leave your unit in a clean and undamaged condition. Our goal is to return all of your security deposit as long as you have fulfilled your agreement with us.

Specifically you should:

- Please cooperate with the showing of the residence for re-rental, keeping it in presentable condition.
- Begin to put out all unwanted items for trash or arrange special pick-up for larger items such as furniture. All items should be removed before move out inspection (including piles in front of home).
- Remove all food, debris, and other personal belongings.
- Thoroughly clean all appliances: stovetop, oven, stove hood, dishwasher and refrigerator/freezer. Change the drip pans on the stovetop. Pull out stove and refrigerator and clean sides and floor underneath.
- Replace any burned out or missing light bulbs.
- Dust all Light fixtures, ceiling fans, ceilings, baseboards, window sills, closet shelving, drawers and cabinet shelves.
- Remove all nails, hooks, screws, etc from all walls.
- Remove all shower curtains and clean the tubs, sink and toilet with appropriate bathroom cleaner.
- **Have the carpet PROFESSIONALLY Cleaned and if you had pets have the carpet deodorized also. Present receipt when you turn in keys.**
- Sweep, mop and wax (if needed) all vinyl and/or tile flooring.
- Regardless of the season, the yard needs to be freshly cut, trimmed, edged and raked if you are responsible for landscaping.
- All patios, porches, decks, walkways, driveways, carports, garages need to be swept or blown clean of all debris, dirt and leaves.
- If the property has a pool, regardless of the season, the pool needs to be clean; all chemicals adjusted property and ready to swim.
- Report any and all damage in writing.
- Upon leaving, please be sure to fully secure the property by locking all windows and doors.
- Please see Lease Cleaning Requirements and Charges Guide for more information.

After you have vacated the rental, it will be inspected and pictures taken for compliance with your lease/rental agreement and the expense of cleaning or repairing damage, if any, will be charged against your security deposit. You will be notified of any charges within 30 days.

Important: Security Deposit may not be used to pay rent or to cover any unpaid balance of rent

Good luck in your new home.

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Cleanup and Large Item Removal Reminder

Now that you have given us notice of your Intention to Vacate, you will be in the process of packing your belongings. Please use this time before vacating to discard any of your personal property that you will not be taking with you. Large items may require special arrangements for their removal, such as scheduling "Special Pick Up" from the ECUA, (850) 476-0480, City of Pensacola, (850) 435-1890, or your sanitation service.

Please keep in mind that these arrangements need to be made as soon as possible to avoid leaving the premises with accumulations of materials and debris on inspection day.

In the event that you vacate, abandoning personal property or junk on the premises or in front of the property, you may be held responsible for the cost of removal for those materials. It is our intention to have a clean livable rental inside and out, to present to the new tenants on their move-in day.

We know how difficult it can be to be moving, so please accept our best wishes and thanks for all your cooperation.

Sincerely,

Staff at GRC Property Management

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Lease Cleaning Requirements

The following are expected cleaning requirements upon vacating your leased property. Failure to do so will be cause to withhold additional charges from your Security Deposit (also note the Charges Guide For Repairs– attached):

If you have carpet in the unit. You must turn in a receipt for carpet cleaning or you will be billed for the cleaning. If you live at the Belmont location – Floors must be waxed and cleaned.

KITCHEN

1. Clean refrigerator, shelves, crisper, under crisper, and grillwork, which comes out, drip pan, and inside all door gaskets. Pull refrigerator away from the wall and clean coils and floor area under the refrigerator and the sides of fridge.
2. Clean all cupboards (inside and out), fans, sinks, and faucet fixtures.
3. Clean stove under burners, knobs, oven, vent fan, oven drip pans (replace if necessary) and Oven Draw. Pull away from wall and clean sides and floor and wall.
4. Clean dishwasher inside and out.
5. Clean walls, ceiling vents, floor and baseboards.
6. Clean and wipe mini-blinds, clean window sills and wash window.

LIVING ROOM AND DINING ROOM

1. Clean baseboards and clean marks off walls and doors (Magic Erase works great). Repair any holes in wall.
2. Wipe and clean mini-blinds.
3. Clean window sills and wash windows. Leave screens in good condition.
4. Vacuum and have carpets Professionally cleaned. If tile, mop and wax as needed.
5. Clean all ceiling fans, light fixtures, replace missing or burned out light bulbs.

BEDROOMS

1. Same as above in Living Room section.
2. Vacuum closets and remove all clothes hangers.

BATHROOMS

1. Clean toilet tank and toilet.
2. Clean chrome fixtures throughout and clean fan fixture.
3. Wipe out and clean cabinets (inside and out).
4. Clean wall tile and floor. Wipe off baseboards around floor.
5. Clean shower stall and bathtub.
6. Clean mirrors.
7. If sinks are slow to drain, use draino.

MISCELLANEOUS

1. Clean both sides of all interior and exterior doors. Sliding glass door tracks must be clear of any dust, dirt, or sand and be moving freely.
2. Clean, scrub, and rinse patios, Florida rooms and lanais.
3. Clean all light fixtures and replace blown bulbs.
4. Vacuum all carpeted areas; this is required before carpets can be cleaned.
5. Clean washers, dryers, and laundry areas.
6. Replace air conditioner/heater filter. Dust or vacuum out the inside of the furnace closet.
7. Clean outside windows and have overhangs sprayed down; windows wiped where accessible.

Lease Cleaning Requirements - Continued

8. Yard needs to be left neatly mowed, trimmed, edged and raked. Make sure all debris is picked up.
9. Remove oil spills from garage and driveways and sweep out and touch up walls.

Because your apartment/house will be occupied shortly after you leave, please leave it as clean as possible for both the new resident and to avoid any added cleaning charges. Please see our Charges Guide for Repair Cost.

You are expected to move by the day you have chosen in order to avoid any scheduling problems or additional rent charges. To assist us in making refunds due you promptly, we ask that on the day of move-out, you bring to the Manager's Office the following:

1. All door keys, including dead bolt key.
2. All mailbox and storage room keys.
3. Forwarding address and new phone number for your deposit refund.
4. All garage remotes.

If the above items are not returned, charges for them will be deducted from your security deposit. Your damage deposit will be refunded in 15 to 30 working days from time of vacating. Resident's possession of the apartment remains in effect until all belongings are removed and all keys returned.

Additionally, it is requested that **you leave the electricity and water on for 3 days after vacating** so that the property may be adequately inspected. Failure to do so may result in a reconnecting charge that will be deducted from your security deposit.

THERE WILL NOT BE ANY JOINT INSPECTIONS due to our property managers being able to do a more thorough inspection if the tenants are not present. Our schedules are very full, thus not permitting us the convenience of scheduling appointments. If you follow these cleaning guidelines, there will not be a problem with refunding your security deposit.

Thank you for your assistance and we hope your stay was a pleasant one.

Charges Guide for Repairs

Most Items are Labor Only - **Parts will be extra cost**

The following is a list of estimated charges we may deduct from your security deposit if you have not addressed each item. Please note that these charges are averages to be used and that the actual charges may exceed those shown. Charges are applied only when work is required beyond that is considered normal "use and wear". This is not intended to be a complete list but is a list of the most common charges.

CLEANING

Entire Deep Clean - Per Sq Ft	$ 0.20
Stovetop	30.00
Stove hood	30.00
Over (pull out also)	50.00
Refrigerator (pull out also)	50.00
Kitchen Cabinets	45.00
Kitchen Floor	50.00
Tub/Shower & Surround (EACH)	30.00
Toilet and Sink (EACH)	20.00
Bathroom Cabients and floor	25.00
Carpets ($80.00-$350.00)	Actual
Vacuum throughout	40.00
Windows throughout	40.00
Clean greasy parking spaces	50.00
Fireplace	35.00
All other Cleaning Based on Time	$25.00/Hr
Remove Junk and Debris	250.00

GENERAL REPAIRS (Replace Items)

Refrigerator Shelf	25.00
Stove/Oven Knob	16.00
Ceramic Tile	150.00
Countertop	Cost
Kitchen/Bath Cabinet Knobs	10.00
Mirror	45.00
Over drip Pans	30.00
Medicine Cabinet	85.00
Towel Bar	22.00
Tub/Shower Enclosure	COST
Regrout Bath/Shower Tiles	165.00
Repair Porcelain	135.00
Thermostat	75.00
Doorbell Button	15.00
Doorbell Unit	50.00
Garage Door (Labor Cost)	350.00
Dented panels - Each	100.00
Repair Tub	Cost

FLOORING

Remove Carpet Stains	$ 80.00
Deodorize Carpet	80.00
Repair Carpet	150.00
Repair Hardwood Floor	380.00
Repair Linoleum	85.00
Replace Carpet - Per Sq Yard	21.00
Replace Floor Tile - Per Sq ft	8.00
Replace Linoleum - Per Sq Yard	18.00
Belmont - Strip & Wax Floors	120.00

WALLS

Cover crayon/marker/pen marks	35.00
Repair Hole in wall	55.00
Repair Hole In Ceiling and Spackle	150.00
Remove Wallpaper	145.00
Repaint Wall - Per Sq ft ea	1.60
Repaint Ceiling - Per Sq Ft	1.00

DOORS (Labor Only)

Replace Screen door	50.00
Repair Hole in Hollow Core Door	55.00
Repair Force Door Damage	75.00
Replace Door (Inside)	100.00
Replace Door (Outside)	150.00
Replace Sliding Glass Door	200.00
Replace Sliding Door Screen	55.00
Replace/Repair Threshold/Weatherstrip	50.00

WINDOWS AND TREATMENT

Replace Window Pane	75.00
Replace Vertical Blind	75.00
Replace Window Shade	15.00
Repace Window Screen per each	20.00

ELECTRICAL

Replace Light Bulb (Normal Bulb)	2.50
Replace Light Bulb (Special)	Cost
Replace Light Fixture Globe	12.00
Repace Light Fixture	55.00
Replace Ceiling fan (Labor Only)	65.00
Replace Outlet/Switch	15.00
Replace Cover Plate	1.50

Grounds/Exterior

Major Yard Cleanup-Single Family	425.00
Minor Yard Cleanup - Single Family	225.00
Mow Lawn Front/Back	75.00
Major Yard Cleanup-BPV	200.00
Minor Yard Cleanup - BPV	115.00
Mow Lawn Back-BPV	40.00
Major Yard Cleanup-Millwood	150.00
Minor Yard Cleanup - Millwood	75.00
Mow Lawn Back-Millwood	25.00
Clean Gutters	185.00
Trim Bushes	20.00

PLUMBING (Labor Per Hour)

Replace Kitchen Faucet	50.00
Replace P-Trap	50.00
Replace Bathroom Faucet	50.00
Clean out P-Trap	50.00
Replace Shower Head	50.00
Replace Toilet Kit	50.00
Replace Toilet Tank Lid	25.00
Replace Toilet Paper Holder	12.00
Replace Toilet Set	25.00
Replace Water Line (Sink/Stool)	50.00
Replace Toilet	65.00

LOCKS

Replace Key	10.00
Replace Passage Doorlock	18.00
Replace Deadbolt Lock	18.00
Re-Key Unit	75.00
Garage Door Remotes - Each	35.00

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