



## Security Deposit Return Information & Guidelines

It is our sincere desire to return your security deposit funds expeditiously and in full. We would like to give you some guidelines in achieving this goal. We will use the "Move-in Evaluation" form that you filled in at the beginning of your lease as our guideline; provided that you returned it to us in the allotted 7 days from your move-in date. We provide a receipt and copy of the Move-in Evaluation form to you when you return your Move-in Evaluation form. A review of the items below will expedite the return of your deposit.

- ✓ Please leave the electricity and water services on for at least 3 days after you vacate. An inspection cannot be completed if these services are off, and can delay the inspection process several extra days.
- ✓ Leave the air conditioning on and set to 80 degrees.
- ✓ Leave the refrigerator running but switch the icemaker off and empty the ice.
- ✓ Thoroughly clean unit, including inside and underneath appliances (refrigerator, range, washer, dryer), window sills, ceiling fans, baseboards, sliding glass door tracks, blinds, exhaust fan grills, etc.
- ✓ Make sure all light bulbs are in working order with correct bulbs.
- ✓ Have carpeting cleaned professionally; **steam cleaned**, not shampooed (provide receipt). Self-rentals from home improvement stores are not acceptable.
- ✓ Walls-carefully fill any nail holes and touch up with correct paint color and sheen. If you are unable to do this, we can do this for you and deduct the cost from your deposit. We can also offer you suggestions on how to successfully do this. Check walls, switch plates, and doors for hand prints, stains, etc.
- ✓ Make sure all a/c filters are newly replaced and grills are clean. Many properties have more than one a/c filter.
- ✓ Any trash has been removed and disposed of properly. Call your trash removal company for a special pick-up if you have excess trash/household items/furniture.
- ✓ Property must be odor-free, especially pet odor.
- ✓ Vertical blinds must function properly and have the correct amount of vanes present.
- ✓ Garage (if present) is broom clean. Clean any driveway or garage oil drips/spills.
- ✓ Clean lanai & porch areas.
- ✓ If present, swimming pool must be filled to proper water level.
- ✓ Yard/lawn/exterior: pick up any trash, ornaments, planters, rugs, wind chimes, etc. and dispose of them.
- ✓ Close and lock all windows and doors upon exiting (except pool enclosure screen doors).
- ✓ Close all window coverings/blinds



If you omit any of the above items, we shall assume those tasks and the invoice(s) amounts appropriately will be deducted from your deposit. If you hire any services such as professional cleaning or carpet steam cleaning, please include a receipt for each when you turn in your keys. We can offer suggestions of licensed and insured providers for cleaning companies if you ask. We will conduct our “Move-out Evaluation” *alone* and shortly after full possession has been returned to us. We will be documenting the condition of your rental with digital photographs.

Our leases end on the last day of any month. You should conclude your tenancy on or before the last day of the month. Any **holdover** days will be deducted from your deposit. If you vacate before the end of your lease, you must leave the utilities on in your name for a full 3 days after the last day of your lease. You are responsible to keep these utilities active for the full duration of your lease period. All named parties on the lease must come to our office to return possession of the rental back to us. We require signatures from all named parties. Your lease will not conclude until all signatures are completed, so while making your move out plans, please schedule this event. You must also return the same amount of keys/fobs/entry devices/openers to our office that you were given at the beginning of your lease.

Management may be placing a “For Lease” sign on the property and showing the property to prospective renters prior to the time you vacate the premises. Please be considerate when we request a convenient time to show the property. We will do our best to accommodate your schedule. We will never show up announced.

All security deposits will be handled in accordance with Chapter 83, Florida Statutes and the guidelines found therein. As a rule of thumb, if there is no claim against the deposit, the deposit will be returned within 15 days. If there is an intention to impose a claim, you will receive notice within 30 days and that notice will be sent via certified mail. Should you have any questions about the move-out process please call your property manager at 239-541-3735.

Should you have any future real estate needs in SW Florida we would appreciate your consideration. We thank you for leasing your property through Miloff Aubuchon Realty Group, Inc., and wish you the best with your future wherever it may take you.

The Miloff Aubuchon Realty Group, Inc. Property Management Group