

Move Out Process / Notice of Surrender

1. RE/MAX Infinity must be notified in writing of your intent to vacate the property, at least 30 days before you plan on moving out. Refer to your lease for exact notice requirements. Complete '30 Day Move Out Notice' online or in writing.
2. All utilities must remain on, in your name, for 5 business days after the end of your lease date, regardless of your actual vacate date. If utilities are not left on, a reconnection fee (see fee addendum) will be charged to your account along with any actual utility cost incurred during the 5-day period.
3. Garage and alarm remotes should be left in the kitchen, on the counter at move out. Keys should be returned to the RE/MAX Infinity office in Pace.
4. You have not officially moved out until you surrender the property to RE/MAX Infinity. Surrendering the property requires that keys are returned to RE/MAX and the Notice to Surrender is signed. You may:
 - a. Drop off keys and paperwork at our office, located at 3782 Hwy 90, Pace FL 32571. Keys and paperwork can be dropped through the "Mail" slot after hours and over the weekend. Make sure keys and paperwork are inside an envelope before dropping them in the slot.
5. Walk-throughs are not completed with departing tenants. We will complete our inspections as soon as you have surrendered the property. Tenants will not be allowed back into the home for any reason after the Notice of Surrender has been received, so please ensure that you have fully completed all move-out cleaning and maintenance prior to surrendering home.
6. All property (including trash from outside cans) must be removed from the property before you surrender it. Household items and lawn equipment left by an owner should be neatly grouped together in the garage or closet.
7. Upon surrender of the property, the following should be completed at the house:
 - a. Home professionally cleaned – receipt should be left on kitchen counter or e-mailed to office.
 - b. Carpets professionally cleaned – receipt should be left on kitchen counter or e-mailed to office.
 - i. Personal or rented carpet shampoo machines will not be accepted.
 - c. Lawn should be mowed, all bushes and shrubs should be trimmed, flowerbeds should be weeded, and mulch should be refreshed.
 - d. Satellite Dishes should be removed from the property.
 - e. Home and driveway should be pressure washed.
 - f. A/C Filter should be replaced and all light bulbs should be in working condition.
 - g. Replace any non-working blinds, stove drip pans, smoke detectors/batteries, broken or missing door stops, and drain stoppers.
 - h. Any rooms painted without authorization, or under condition of being returned to the original color, should be repainted back to the original color. Walls should be free of major scuffs and gouges; nails should be removed from the wall. **DO NOT PUTTY OR PATCH NAIL/SCREW HOLES UNLESS YOU INTEND TO PAINT THE ENTIRE WALL.**
8. Your security deposit will be returned to you within 30 days after you surrender the property to your last known address. Please make sure we have your forwarding address for quicker claim processing and receipt. Your deposit will be handled in one of 3 ways:
 - a. Full Refund of Deposit
 - b. Partial Refund of Deposit – A detailed statement will be included listing any deductions and/or charges.
 - c. No Refund of Deposit and/or a Bill for Damages - A detailed statement will be included listing any deductions and/or charges.
 - i. If you receive a bill, the balance must be paid within 30 days of receiving the bill. Delinquent accounts are subject to legal action or will be turned over to a collection agency.

There will be a \$75.00 administrative charge deducted from your deposit if any cleaning or tenant-responsible repairs have to be completed post-surrender, in addition to any deductions for damages or cleaning.



30-DAY MOVE OUT NOTICE

Current Date: _____

Address: _____

Reason for Moving: _____

I (We), _____, do hereby give notice to vacate the Property stated above. I (we) do acknowledge that I (we) **are responsible for rent for 30 days from the day this notice is received by management, or until the end of my (our) lease period, whichever is longer. If the term of the lease is not fulfilled, I (we) understand that a Termination Fee may apply.**

If this is a Military Transfer, I (We) understand that I (we) must include Military Orders or a letter from my command in order to submit a 30-day notice pursuant to F.S. 83.682. Any military roommates must present orders independently and are not included in this notice unless they have provided their orders as well.

If other roommates on the lease agreement are staying I (we) understand I (we) are not receiving any portion of the deposit back at this time. I (we) will be completely moved out and will turn in the keys to a **RE/MAX Infinity representative** no later than _____.

If keys are not surrendered by this day, I (we) understand that I (we) will be charged for rent for each day until the keys are returned. Any changes to the move out date must be submitted in writing.

PLEASE MAIL DEPOSIT RETURN/STATEMENT TO:
(If Known; If unknown, please e-mail or complete and return to our office as soon as a forwarding address has been established.)

Street address: _____

City, State, & Zip Code: _____

Phone Numbers: _____

Email Address: _____

Resident's Signature: _____ Date: _____

Resident's Signature: _____ Date: _____

Resident's Signature: _____ Date: _____

Resident's Signature: _____ Date: _____

Return this form to indicate you are vacating in 30 days or more.

(Office Use Only)

Received By: _____ Date: _____

Rent Obligated Through: _____



Additional Move-Out Procedures and Explanations

RENT: Tenant is responsible for rent up to the 30th day of their 30-Day Notice to Vacate or until their lease expires, whichever is longer. **1st Example:** Tenant gives RE/MAX INFINITY Notice to Vacate on November 10th, tenant is responsible for all of November's rent and 10 days in December. If the 10-days of pro-rated rent is not paid on or before December 5th, late fees will be applied. **2nd Example:** Tenant moves out May 15th but the lease does not expire until July 30th. Tenants must pay rent each month until the lease expires or until the property is re-rented.

EXTENSIONS: If Tenant wishes to stay longer than specified on the 30-Day Notice to Vacate form, tenant must first call our office to see if this extension is acceptable. If the extension is acceptable, tenant must complete a new 30-Day Notice to Vacate form to show the new Walkout date. Tenant will be responsible for all rent to the new date. If tenant requests an extension, but vacates earlier than expected, tenant is still responsible for rent up to the date shown on the 30-Day Notice to Vacate form.

EARLY DEPARTURE: If tenant vacates prior to the 30th day of the notice to vacate, tenant should notify RE/MAX INFINITY and turn in all keys. Tenant is still responsible for rent until the 30th day of the notice to vacate. RE/MAX INFINITY will attempt to prepare the unit for new tenants as quickly as possible and if new tenants are selected prior to the 30th day of the notice to vacate, pro-rated rent shall be given with the refund of the Security Deposit, if applicable.

KEYS: Tenant will be charged rent until all keys are turned in. If tenant fails to turn in keys, tenant will be charged to change all locks and rent up to the day the locks were changed. **Example:** Tenant gave notice to vacate on November 10th. Tenant paid all of November's rent and 10 days of pro-rated December rent, but did not turn in the keys until December 15th. Tenant will be responsible for 5 additional days of December's pro-rated rent plus late fees.

MOVE OUT INSPECTION: A move out inspection will be performed without the tenant being present.

(1) The unit must be completely vacated in order for the RE/MAX representative to perform the inspection.

(2) No follow-up inspections are made, so do your best to have all maintenance completed and everything cleaned prior to inspection. Failure to comply with the above requirements or if the property requires maintenance and/or cleaning prior to new tenants, these charges will incur at tenant's expense.

(3) Tenant is not allowed to be present at time of move out inspection and RE/MAX Infinity will not conduct an official move out inspection with tenants under any circumstances.

CLEANING: Please hire a professional cleaning service to handle the cleaning of the home upon your departure. RE/MAX Infinity is happy to refer you to a company if needed. Please understand that we rarely see homes cleaned by the tenant that meet our expectations. Even if only a few small items are missed during a cleaning, a cleaning company still must be called out and Tenants will be responsible for billing.

CARPET CLEANING: If a receipt is not provided with the key turn in, Carpet cleaning is automatically performed after a tenant vacates the property with a RE/MAX INFINITY approved contractor and the cost is automatically deducted from the security deposit paid upon move in.

DAMAGES: Tenant shall be charged for the repair of any and all damages (including nail holes placed in walls by the tenant), unless otherwise noted on the Move-In Inspection Sheet.

LIGHT BULBS, SMOKE DETECTORS, ETC: Tenant is responsible for maintaining all smoke detectors during occupancy. Tenant is responsible for replacing all expired/missing light bulbs, smoke detector batteries, appliance light bulbs, and furnace filters upon their move out. The cost to replace them will be at the tenant's expense.

Tenant Signature: _____ Date: _____
Tenant Signature: _____ Date: _____



Tenant's Surrender of Property

Tenant(s) hereby acknowledge and agree that the premises have been completely vacated and Tenant(s) have fully relinquished possession of the premises and any items that Tenant(s) may have left behind

Tenant(s) affirm that any items remaining in or on the premises belonged solely to the Tenant(s) and may be discarded, destroyed or disposed of in any manner property manager or owner sees fit.

Tenant(s) agree that the property manager or owner may immediately secure the premises and/or change the locks.

Property Being Vacated: _____

Our forwarding address is: _____

DATE COMPLETED

COMPANY USED FOR CARPET CLEANING: _____

COMPANY USED FOR HOUSE CLEANING: _____

DATE ELECTRIC WILL BE DISCONNECTED: _____

DATE WATER WILL BE DISCONNECTED: _____

of KEYS RETURNED _____

of GARAGE REMOTES _____

TENANT _____ / /

TENANT _____ / /

TENANT _____ / /

TENANT _____ / /

Return this form to indicate that you have completely vacated the property and have returned the keys.



Request for Final Review of Security Deposit Refund

RE/MAX Infinity Property Management strives to ensure a fair distribution of the security deposit between the *Landlord and Tenant* based on all available information regarding the condition of the property just prior to the move-in and just after the move-out. We recognize that there may be situations where you have additional information that we initially did not have access to.

The purpose of this final review is to make sure that you have the opportunity to provide additional information when you are not satisfied with the rationale for the return or withholding of your security deposit funds. Once this form is submitted, our review committee will objectively review all information, including your comments, solicit any additional information and/or approval from the Landlord and make any appropriate adjustments. The process will follow the following steps:

1. Submission of the Request for Final Review of Security Deposit (by you) within 10 days of receipt of security deposit disposition.
2. Review Committee will re-assess based on all available information including your account.
3. Within 10 days of the submission date, you will be notified via e-mail of the Committees findings along with any adjustments or explanations.
4. If there are any adjustments to the deposit based on the findings you will receive a either a refund check or possibly an invoice for additional amounts owed.

If you would like RE/MAX Infinity Property Management to conduct this review, please complete the following information in as much detail as possible. Keep in mind that RE/MAX Infinity Property Management is the agent for the Owner and the middleman in the dispute resolution.

Today's Date: _____ Date of Move-out: _____ Property Address: _____

Name of Tenants on Lease: _____

Current Address: _____ Current E-Mail: _____

Return this form after you receive a claim letter regarding your deposit.

In the space below or on a separate page or in an e-mail, state exactly what you are disputing regarding the return of your security deposit, your evidence and your suggested resolution. Be specific and provide any documentation or evidence that helps make your case. Examples may be e-mails, pictures, or any other documents: