

SUPRA

property management

MOVE OUT EXPECTATIONS

Thank you for your notice to vacate. The following information is important to ensure a smooth move out process and closing out of your lease with SUPRA property management. Please read carefully.

Utilities: Please leave the utilities in your name for **4 days** after move out. The owner/s will be asked to immediately to transfer the utilities into their name but on rare occasions this does not occur immediately.

Showings: SUPRA property management may place a "For Rent" sign on the property and show the property for rent prior to your vacancy date. Please be considerate when showings are requested and try to keep the property in presentable condition. Remember – the better first impression, the more likely it is that the property will rent quickly and fewer showings will be needed. Everyone benefits!

Cleaning: Clean the interior and exterior of the property thoroughly. This includes cleaning vinyl or tile floors, windows inside and out, window sills and door casings, mini-blinds, wiping out drawers and shelves, appliances, oven interior, stove pans, sinks, toilets, bath tubs, showers, vanities, light fixtures, ceiling fan blades, fireplaces, removal of cobwebs inside and out, etc. Do not wash draperies unless they specifically say machine washable. Most curtains are dry clean only. You are not expected to dry clean draperies unless you have not kept them in good condition (i.e. excessive soil or water damage from open windows). In general, the property is to be left in the same clean and well-maintained condition as when you rented it. You are responsible for any above normal wear. In general, you will be able to clean (or pay someone else to clean) your residence before you leave much more economically than the amount we customarily charge to perform the same service. Save yourself money and be sure the property is clean when you leave.

Replacements: Tenants are responsible for replacing light bulbs, HVAC and water filters, and smoke detector batteries. These items must be IN PLACE AND WORKING to avoid charges. Please change the HVAC filter(s) just before vacating the property.

Carpet Cleaning: Carpets must be professionally steam cleaned at move out. DO NOT rent machines, use home cleaning machines, or employ chemical cleaning companies. Only professional steam cleaning is accepted. The carpet cleaning company must guarantee their work to the satisfaction of Landlord and/or Landlord's Agent and a receipt is required prior to your move-out inspection. Please email a copy of your receipt to our office at office@suprapm.com or submit it with your keys. SUPRA property management will not reimburse for any carpet cleaning contracted by tenants. If tenants do not coordinate professional steam cleaning of carpets, the cost of the carpet cleaning will be deducted from the security deposit. Our office must be given the time for scheduling this job within your vacating the property. If cleaning is completed after you vacate, you will be charged for the utilities and rent until cleaning is complete. Please act accordingly to avoid incurring a greater charge.

Landscape Maintenance and Trash: The property is to be neatly mowed, hedges and trees trimmed, flowerbeds weeded, and lawn/landscaping watered (as applicable in your lease agreement). Remove all trash, debris, and grease. Pick up and dispose of any animal droppings. If you have trash that exceeds the normal pickup, you are to arrange to have it hauled away at your expense. Place all other trash within the appropriate trash receptacles for normal trash removal.

Walls and Painting: We request that you do not spackle, putty, or touch up paint unless sure the paint will match. Charges can be incurred if unnecessary painting is required due to tenant painting. Charges for painting depend on whether it exceeds normal wear and tear and the length of time in the property. MAGIC ERASERS work great for removing most wall/door scuffs!

Smoke Related Damage: All of our properties are smoke free residences so smoking is NOT permitted inside the premises by tenants, guests or invitees. Tenant understands that smoking inside the premises shall be considered a material default under this lease agreement and that smoke related damage shall not be considered ordinary wear and tear.

Move Out Inspection and Other Reminders: Move out inspection will be performed only after all tenants have vacated the property and removed all belongings from the premises. Give your forwarding address to the post office (for mail forwarding) and notify utility services of your vacancy date. Don't forget to send your forwarding address to our office as well for processing of your security deposit. Close and lock all doors and windows. Return all keys, cards, etc. to our office with the signed "Return of Possession" form.

Please let us know if you have any questions regarding the above information.

Thank you,

SUPRA pm
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Jacksonville, FL 32224