

## **Move-out Instructions**

Dear Tenant:

Please follow the Move-out instructions below to ensure a prompt return of your security deposit and to avoid any claims.

- Provide forwarding address 7 days prior to your move out date
- Professional Carpet Cleaning – **Receipt required**
- Professional Cleaning Service – **Receipt required**, (see Cleaning Guidelines attached)
- Change air conditioning filter
- Replace missing light bulbs – Be sure to use the same type
- Fill holes and touch up walls where needed. (see Normal Wear and Tear Guidelines attached)
- Pressure wash exterior patios, garage and driveways
- Re-mulch planter beds

Please contact our office should you need recommendations for service providers. All recommended providers are independent contractors and are not affiliated with **Parkside Management Group, LLC**. **Parkside Management Group, LLC** does not guaranty any work performed by these providers.

By providing receipts for services rendered does not release you from damages. It is your responsibly to make sure the service professionals have completed their job in satisfactory manner prior to your vacating. Please allow ample time for your service providers to return to make any necessary corrections. You will not have the ability to have these service professionals return after your move out date therefore you will be responsible for additional charges for services remaining. Any damages remaining after you have returned your keys will be subject to a deduction from your security deposit. Move out inspections are performed after you have completely moved out and returned your keys. The move out inspection will be completed without the tenant being present.

Please remember to provide your forwarding address 7 days prior to your move out date to ensure timely return of your security deposit. Be sure to follow the Cleaning Guidelines and Wear and Tear Guidelines attached.

Any keys, access cards, garage openers and/or clubhouse passes will need to be returned to our office address below on or before your move out date. Unfortunately, you will be charged rent until these items are returned to our office. Our operating hours are Monday-Friday 9am-5:30pm and our address is as follows:

Parkside Management Group, LLC  
3208C E Colonial Dr,  
Orlando, FL 32803

Please contact us should you need any assistance or have further questions regarding your move out. We have enjoyed having you as our tenant and hope the transition into your new home is a smooth one.

Sincerely,  
Parkside Management Group, LLC

## **Parkside Management Group's Cleaning Guidelines**

### **Kitchen**

- o Clean all counter tops
- o Clean cabinets and drawers inside and out "also clean above cabinets if applicable"
- o Clean oven inside
- o Clean fridge inside and out "including sides and back"
- o Clean dishwasher inside and out
- o Clean sink
- o Clean Stove top inside and out "including sides and back"
- o Clean oven hood and or microwave
- o Mop and sweep floors
- o Dust all light fixtures throughout
- o Dust all surfaces throughout
- o Sweep and mop under and behind all appliances
- o Dust blind, window sills, and baseboards

### **Bathrooms**

- o Clean all tiles
- o Clean bathtub or walk in showers
- o Clean shower glass doors and tracks
- o Clean all chrome fixtures
- o Clean all toilets
- o Clean in and out cabinets and drawers
- o Clean all mirrors
- o Dust air condition vents
- o Dust all light fixtures throughout
- o Dust blinds, window sills, and baseboards
- o Clean all counter tops and sinks
- o Bleach all tub and shower areas

### **Laundry Room**

- o Wipe outside and inside of cabinets
- o Dust throughout
- o Clean any sink or counters
- o Sweep and mop under washer and dryer

### **Dusting Throughout House**

- o Dust all areas
- o Dust light fixtures "including cleaning all ceiling fans"
- o Dust all baseboards
- o Dust all blinds
- o Dust all window sills
- o Clean all patio door tracks
- o Dust trim work above doors "Including wiping the top of the door itself"

### **Clean Floors Throughout House**

- o Vacuum all Carpets

- Vacuum where the baseboards meet the carpet with a crevice tool throughout house
- Sweep and mop all wood and tile
- Clean grout to ensure no stains are present

**Other Tasks**

- Clean all sliding glass doors inside and out
- Clean all French doors inside and out
- Dust air conditioner vents throughout property
- Clean A/C closet if applicable
- Throw all trash/garbage away
- Mop garage if applicable
- Sweep and clean patio/deck if applicable
- Return empty trash bins inside garage
- Do not leave large items on driveway as you will be charged a disposal fee for items not picked up by Waste Management

**Normal Wear and Tear Guidelines**

The landlord recognizes that the condition of the premise will deteriorate over time. Therefore, it is important to define what is not considered normal wear and tear:

- Wall Marks
  - Any mark on a wall larger than a United States quarter is not considered normal wear and tear and will require repainting. Tenant will be charged \$85 for each wall or \$200 for each room that needs to be repainted.
- Carpet stains
  - Any stains not noted on the move in sheet that is larger than a United States quarter is not considered normal wear and tear and will require additional stain treatment at a cost of \$45 per stain. If the stain is not able to be removed, the tenant will be charged to replace the carpet in the affected room.
- Driveways, Patios, & Garage
  - Grease or any other stains larger than a United States quarter are not considered normal wear and tear and will require additional stain treatment at a cost of \$25 per stain. If the stain is not able to be removed, the tenant will be charged accordingly to replace the affected pavers or repaint as needed.