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NEAT REALTY

6014 US-19 Suite 307,

New Port Richey, FL 34652

IT’S MOVE OUT TIME

**Date: \_\_\_\_\_\_\_\_**

**Tenant(s) Name:**

**Unit Address:**

**Forwarding** **Address:**

As you know, prior to your security deposit being returned, a move-out walk through will be conductedto determine the condition of the property. In order to assist you in preparing for a successful move-out and swift return of the balance of your security deposit, please review the following checklist.

1. Set your Electricity & Water shut off for 48 hours after your actual move-out date so that the walk-through can be completed quickly and efficiently. If we have to wait for transfer of utilities to owner’s name, that will delay the disposition of your security funds. Any unpaid utility balances left on account that become owner responsibility will be deducted from your security deposit.
2. IMPORTANT\*\*If you are using the Online Portal to pay rent and have set up an auto Payment Schedule and stop the Auto payment feature to avoid a deduction from your bank account after you move out.
3. You must have removed all personal property from the home before delivering House Keys, Mail Box keys, Remote Openers, Garage Door Openers, Key Fobs, Access Cards and or Pool Tags (all in working condition) at the office located at **6014 US-19 Suite 307, New Port Richey, FL 34652**  during normal business hours, 9:00 am to 5:00 pm, Monday through Friday or by appointment with your **property manager**.
4. Please sign and return the attached **Confirmation of Possession** form as soon as possible but no later than when you return keys and other devices **If you have not turned in keys and signed the possession form by noon of the last day of your lease, you will be considered a HOLDOVER TENANT. You will be charged additional rent at double your current daily rate until you do so.**
5. Appliances must be thoroughly cleaned: stove top, oven, microwave, refrigerator (turn off refrigerator, prop open the door after cleaning, and empty ice trays and ice makers), dishwasher filter cleaned, washer & dryer wiped out and lint trap cleaned.
6. Clean property thoroughly inside and out. Windows, ceiling fan blades, windowsills, blinds, or window coverings, base boards, floors, front door and outside porch areas swept. The cleaner you leave it the less the cost will be taken for your mandatory cleaning charge.
7. Air Conditioning filters must be changed and the batteries must be working in the smoke detectors.
8. Replace light bulbs that are missing or not working.
9. There is a mandatory charge in your lease and will be handled by maintenance.
10. Remove All Trash, Trimmings, and Clippings.
11. If applicable - Vacuum Pool and Jacuzzi and clean filters unless service has been provided by owner during the lease.
12. All outstanding late fees, NSF fees, early move-out fees and any repair bills not the owner’s responsibility should be paid or they will be claimed against your security deposit or turned over to collections if security deposit is not sufficient to cover what is owed. Provide proof of payment for final utility bills.
13. Please sign and return your **Confirmation of Possession** form which includes your forwarding address and phone number prior to your move-out.

Thank you for leasing through **NEAT REALTY**

Sincerely,

\_\_WAYNE L SCOTT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Property Manager - Phone\_\_\_\_\_\_\_\_646-657-8595\_\_\_\_\_\_\_\_\_\_\_\_

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CONFIRMATION OF VACATING PREMISES

RENTAL UNIT

ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,CITY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ZIP

FORWARDING

ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, CITY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ZIP

PHONE & EMAIL

Tenant(s) hereby acknowledges and agrees that the premises have been completely vacated and Tenant(s) have fully relinquished possession of the premises and any items which Tenant(s) may have left behind.

Tenant(s) affirms 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 the 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.

# Returned Current Code if Applicable

Keys \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailbox Keys \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Garage Door Openers \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pool Access keys or cards \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gate Access Pass \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Access Devise \_\_\_\_\_\_\_\_

Type \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TENANT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_/\_\_\_\_/\_\_\_\_

TENANT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_/\_\_\_\_/\_\_\_\_

TENANT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_/\_\_\_\_/\_\_\_\_

Property Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_/\_\_\_/\_\_\_