



## Confirmation of Notice to Vacate

Dear Tenant:

Date:

This letter is to confirm that you have given notification of your intent to vacate the premises you are currently renting at:

We would like to inform you of your responsibility for clean up, so there are no misunderstandings or dispute concerning the return of your security deposit. If you have fulfilled the terms and conditions of the rental agreement and leave the premises in a clean, sanitary condition (normal wear & tear, excepted), you can expect a timely return of the deposited funds, in accordance with Florida law. You should perform any and all necessary clean up tasks prior to the end of your lease, as you will not be given the opportunity to correct these items after the expiration of your lease.

All our rental units are cleaned and repaired, and some are painted, prior to occupancy. All receipts, where necessary, are on file, documenting any work done, including professional cleaning services. Following are some guidelines for proper cleaning and preparation for a successful turnover.

- Kitchen should be clean, including all appliances, cooktop drip pans (either cleaned or replaced), ice bin and/or trays emptied.
  - Refrigerator and Range should be pulled out and cleaned on all sides, and the floor underneath cleaned.
  - Cabinets and drawers (inside & out) wiped clean and should be free of grease/grime.
  - Bathrooms are to be cleaned, including fixtures, mirrors, cabinets/vanities, floors, closets.
  - Smoke detector batteries and all light bulbs of proper wattage are to be in working order.
  - Any ceiling fans and AC vents/returns should be free of dust.
  - Areas surrounding washer/dryer should be clean and free of lint.
  - All AC filters should be replaced with new filters of the correct size.
  - Windows and Blinds should be free of dust, bugs, and glass cleaned.
- \*\*\*USE OF A PROFESSIONAL CLEANING SERVICE IS HIGHLY ENCOURAGED.

Carpeting must be professionally cleaned and a receipt turned in with the keys. Please consider that the cheapest carpet cleaning service may not be the best. Anticipate that you

must pay for corrective cleaning in the heavily soiled areas. If the carpeting is not cleaned properly, even though a receipt has been turned in, we will deduct from your deposit the cost of proper carpet cleaning. Carpet cleaning should be completed AFTER furnishings and boxes have been removed from the unit. We can provide the contact information for our preferred vendor, who we highly recommend.

All trash and debris must be removed from the premises. If you are living in a single-family residence, the grass is to be cut, trimmed, and edged, and shrubbery should be trimmed back and mulch freshened before you turn in the keys. Exterior concrete surfaces should be swept clean and excessive dirt, oil, or grime, should be pressure-washed clean.

We do not expect you to do any painting; however, if the walls are heavily soiled beyond normal wear, or have large wall anchors or excessive nail holes, you will be charged for painting. Do not attempt to touch-up any painted surfaces, without direction from Management, as poorly executed touch-ups can be just as bad as dirty walls/trim.

**ANY UNPAID LATE CHARGES, MAINTENANCE REPAIRS AND/OR OUTSTANDING BALANCES WILL BE DEDUCTED FROM YOUR SECURITY DEPOSIT.**

**THE FOLLOWING ITEMS MUST BE RETURNED TO OUR OFFICE PRIOR TO THE CLOSE OF BUSINESS OF THE LAST DAY OF YOUR LEASE AND/OR OCCUPANCY:** keys, garage door control(s), pool / fitness cards , gate passes, clickers, mailbox keys, etc. Please contact our office with any questions about this.

**MOVE-OUT INSPECTION:** As a matter of policy, management will conduct the final inspection of the premises after the tenant has vacated, so there will be an uninterrupted, unbiased assessment of the condition. The inspection results will be compared with the move-in inspection report performed at the beginning of the lease.

Sincerely,

Management  
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Jacksonville, FL  
[www.StepOneRealty.com](http://www.StepOneRealty.com)