

Move Out Instructions

The following “move out procedure” is designed as a checklist to assist you in closing out your rental account with our firm. Upon moving out at the end of your lease, it is the resident’s responsibility to:

- 1) Clean the interior and exterior of the house including all appliances, ceiling fans, light fixtures, floors, base boards, floor coverings, blinds, and windows within reach.
- 2) Dispose of all garbage and trash.
- 3) Close and lock all windows and doors.
- 4) Cut the lawn, weed the flower beds, edge and trim the shrubs
- 5) Inform all utility companies and postal services of the departure date and forwarding address. If your utilities are turned off prior to lease expiration you could be charged a reconnecting fee.
- 6) Management may be placing a “For Rent” sign on the property and begin showing the property for rent prior to the time you vacate the premises. Please be considerate when we request a convenient time to show the property.
- 7) If you have been paying your rent by automatic payments, please go into your tenant portal and cancel this process or the system will pay additional rents.
- 8) If you do not return possession as scheduled, you will be charged double rent per day as your lease requires.
- 9) The property will be considered vacant only when the keys are surrendered and the “Confirmation of Vacating Premises” form is complete and delivered. The form must be delivered via e-mail, or dropped off at our office. The keys need to be dropped off at our office or left in the lock box (if prior arrangements have been made).
- 10) Upon your request and for your convenience we will place a lockbox on the door and give you the code.
- 11) If you do not provide a forwarding address on your “Confirmation of Vacating Premises” form your escrow will be mailed to the property you are vacating.
- 12) FINALLY Contact us that you are turning over possession of the property when you leave for the last time.
- 13) Deposits are processed within 30 days of the day you surrender the keys and deliver the “Confirmation of Vacating Premises”.

Office hours are **M-F 9:00am to 5:00pm**

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