

# RIVER OAK REALTY, INC.



## TENANT MOVE OUT INSPECTION POLICY

All of your furniture and personal items must be removed from the dwelling and yard before an inspection can be conducted. **You must surrender possession of the dwelling before the inspection by turning in keys and garage remotes** to our office at: 537 Blanding Blvd, Orange Park, FL 32073 during normal business hours. **As a matter of policy we do not conduct move-out inspections with residents and you are not required to be present.**

### Our move out requirements are as follows:

- Clean home thoroughly throughout including but not limited to, ceiling fans, light fixtures, blinds, fireplace, AC vents, baseboards, all cabinets (inside and out), windows, appliances (inside and out), inside garage and replace light bulbs.
- Have carpets professionally steam cleaned and deodorized and submit a copy of the paid receipt when returning keys and remotes. To protect yourself, please call our office for approved carpet cleaning companies. Carpets should be the last item cleaned prior to move-out.
- Strip tile floors of all built up wax. Remove stains and marks. Clean floors appropriately in all non-carpeted areas.
- Wash walls carefully, paying attention to areas around light switches, hallways and doorways. If the walls have hand prints, holes or are dirty and scuffed, please paint the **entire wall with a matching color. No touch ups. Fill all nail holes prior to painting.**
- Mow, trim, edge, rake and water the yard. Ensure all flower beds are free of weeds, trim bushes and remove all trash.
- Repair or have repaired, all damage caused by your pets.
- Discontinue telephone serve and forward your mail. **Have electric and water service remain on for 3 business days after your move out date to ensure we can do a proper inspection.**
- Arrange for ALL trash to be removed prior to inspection.
- Have the pool cleaned and chemically balanced.
- If you have pets, have the entire home fumigated by a licensed exterminator and provide the receipt when surrendering keys and garage remotes.

**FULLY REFUNDED SECURITY DEPOSITS WILL BE SENT VIA CERTIFIED MAIL WITHIN 15 DAYS OF MOVE OUT INSPECTION. IF WE ARE MAKING A CLAIM AGAINST YOUR DEPOSIT FOR ANY REASON, A CERTIFIED LETTER WILL BE MAILED TO YOUR FORWARDING ADDRESS WITHIN 30 DAYS.**

Tenant Signature: ..... Date: .....

537 Blanding Blvd, Orange Park, FL 32073  
Phone: 904-276-3000  
info@riveroakrealty.net