



Hello!

Thank you for choosing Beach Sunsets Inc. for your Residential needs! Just a few things to ensure this is a smooth transition for all parties and to clarify tenant responsibilities for Security Deposit Refund. You will see a request for forwarding address and bank information via email. This process expedites the refund.

A 'Pre Move Out Inspection' is recommended so all parties are clear on responsibilities and expectations.

I have attached the Move Out Information and a Cleaning Checklist. There is also a hard copy of these documents in the folder that was given to you at the time of move in.

Security Deposit Refund will be determined on the condition and cleanliness of the home. We take the Move In Condition Report you submitted at the beginning of your lease and the Cleaning Checklist for reference during our final walk through. Please refer to both documents. **We will notify you of CHARGES after move out, no later than 15 days. Expect your refund 30 days from time of move out. IF you cancelled your lease**, your lease cancellation penalty fee MUST be paid before you move out or you will additionally forfeit your deposit. NO part of your deposit can be applied to this cancellation fee or rent. You will be billed separately for anything additional (repairs, cleaning, trash haul away, landscaping, etc) that needs to be done.

Utilities must be active until the last day of your lease. If there is a disconnection prior to move out date, you will be billed back for utilities and this could delay your refund.

House **keys**, mailbox keys, garage remotes and amenity keys must be returned no later than the last day of your lease. Please arrange with Teasa@bsunsets.com to arrange key delivery so we can ensure you aren't charged for non returned keys and we are able to access your home the day after your departure.

Common things missed:

- ALL lightbulbs must work
- Cleaning under and behind kitchen appliances (Stove and Refrigerator)
- Air Filters must be new or up to date within the last 2 months
- Inside and outside of ALL Drawers and cabinets (Kitchen and bathrooms)
- landscaping/lawn care- Grass mowed, remove personal items and clean up pet waste
- Dusting Ceiling fans, blinds, window sills and baseboards
- Polishing Stainless Steel

- Mirrors
- Clean bathtubs, toilets, showers and sinks
- Water filter in refrigerator must be new. Please submit receipts if purchased/changed in the past 3 months.
- Homes with carpet, carpet must be professionally cleaned. Please submit invoice.
- IF your home has a Ring doorbell or any other wifi connected fixture that stays, please be sure to disconnect your account from that device.

Items missed are subject to a cleaning fee minimum \$125.

Personal items left behind (inside and outside) are subject to a haul away fee. Please refer to painting and touch up painting policy and recommendation attached.

You may email carpet cleaning receipt and water filter receipt to teasa@bsunsets.com

Rule of thumb 'Leave the property the way you would like to move into it'.

Please make sure you have submitted a forwarding address with USPS and all personal accounts. **Beach Sunsets will not be responsible for coordinating/rerouting mail. All mail delivered will be returned to sender.**

To schedule a 'Pre-Inspection' or for any questions, please submit a maintenance order through your portal.

We wish you the best of luck with your move and new chapter!