



Tenant Vacating Instructions & Forwarding Address

Property Address: _____

Tenant Name(s): _____

Forwarding Address: _____

Lease Expiration Date: _____

Vacating Date: _____

We understand that moving can be a stressful and busy time. This document will help you to know what is needed as you prepare to relocate. If you have any questions regarding this agreement, please contact your property manager. Cleaning charges will be applied to the security deposit.

Property & Condition

- It is your responsibility to leave the property in a clean condition with no burned-out light bulbs. As part of your lease, you agreed WaterMarke Management Group will hire professional property and carpet cleaning companies to finish cleaning the property, a claim will be made against your deposit.
- WaterMarke Management Group will NOT walk through the property with you to determine cleanliness or damages. This will be completed after you turn in keys.

Keys

- All keys, remotes, fobs, and amenity cards must be delivered in a marked envelope to the WaterMarke Management Group office and turned into a WaterMarke Management Group employee. You may NOT leave the keys, remotes, fobs, or amenity cards at the property or drop them off at an unattended office.
- Once you have dropped off keys, you will not be given access back into the property nor may any changes be made to the property.

Vacating Date

- Your vacating date is determined by the date you turn in keys. If you are vacating prior to the expiration date of your lease and special arrangements have been authorized by WaterMarke Management Group, you will be notified what your vacating date will be.

13133 Professional Drive, Suite 200

Jacksonville, Florida 32225

Office: (904) 221-2605 | Fax: (904) 221-2402

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- You should be aware that you will be charged double rent per day, as permitted by Florida law, for each day, beginning at midnight, that keys have not been turned into WaterMarke Management Group after the expiration date of your lease.

Security Deposit

- The property was photo-documented prior to your tenancy and will be photo documented after you vacate the premises. The two sets will be compared. Cleanliness and damages will determine what claim will be made.
- If a claim is to be made against your security deposit, you will receive the claim by certified mail within 30 days as required by Florida law.
- If no claim is required to be made, you will receive your security deposit refund within 15 days of vacating the property.

Utilities

- Per your lease agreement, utilities (water & electric) must remain on in your name at the property for 3 days (72 hours) after the lease expiration date for the purpose of inspection of the property and any cleaning or repair (if applicable) by the Landlord or its agents.
- If utilities are turned off prior to the 3-day period and must be reactivated, your account may be charged a reactivation fee.

HVAC

- Leave a new clean filter in place.
- Set thermostat no higher than 78 degrees.

Things You Can Do to Avoid Excess Cleaning Charges

- Remove all trash and belongings from the home.
- Clean inside of all appliances.
- Sweep cobwebs from corners of ceilings.
- Clean floors of debris.
- Clean ceiling fan blades.
- Clean blinds/ shades.
- Clean and dry the inside and outside of washer and dryer, including the lint trap.
- Sweep garage floor and sweep any cobwebs.

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Other Items That Incur Charges

- All trash bins must be empty. Bins with left-behind trash will be subject to a minimum haul off charge of \$100.00 per bin.
- The lawn and landscaping must be in a move in ready condition. If there is overgrowth you will be charged for a lawn company to make the yard rent ready. The minimum charge for this is \$200.00.
- When applicable and required by the lease, chimney must be cleaned.
- Missing Keys, Fobs, Gate Cards, Garage Door Remotes, or any other access device will result in a charge of \$50 per missing item.

Final

- Return keys to the WaterMarke Management Group office located at 13133 Professional Drive, Suite 200, Jacksonville FL 32225 on or before the last day of your lease. Keys must be returned during regular business hours, as WaterMarke Management Group requires Move-Out documents to be signed by the tenant. Business hours are 9:00-5:00 Monday through Friday.
- Any exceptions must be agreed to in advance and in writing by WaterMarke Management Group & the tenant. Keys not received by the agreed time may incur additional charges up to double rent per day.

WaterMarke Management Group has the final authority to determine how much of the deposit shall be refunded in accordance with the conditions set forth in the Rental Agreement.

Sign below to certify the forwarding address that you provided on page 1.

(Tenant Name Printed)

(Tenant Signature)

(Date)

(Tenant Name Printed)

(Tenant Signature)

(Date)

(WaterMarke Representative Name Printed)

(WaterMarke Representative Signature)

(Date)

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