Move-Out Instructions & Security Deposit Information

Dear Resident,

To ensure a smooth move-out process and avoid unnecessary charges or delays in your security deposit refund, please carefully review the following instructions.

1. Move-Out Inspection & Security Deposit

Your move-out inspection will be completed by the Property Manager within **3 business days after you vacate**.

- If the property is returned in satisfactory condition, your security deposit will be processed in accordance with Florida law.
- If cleaning, repairs, or other deductions are necessary, you will receive a **certified letter detailing the proposed deductions**, as required by Florida Statute § 83.49.

Under Florida law, security deposits must generally be returned within **15 days after lease termination and surrender of possession** if no claim is made. If deductions are proposed, notice must generally be sent within **30 days**.

Please review the security deposit provisions of your Residential Lease Agreement for additional information regarding refunds and potential charges.

You are required to provide a forwarding address, otherwise all applicable letters are required by law to be sent to the most recent known address. Please provide your new address in writing to management at your earliest convenience (on or before your move-out date.)

2. Move-Out Deadline & Key Return — Appointment Required

All moving, cleaning, and key returns must be completed by **12:00 p.m. (Noon)** on your stated move-out date in your *Notice of Intent to Vacate* or the final day of your *Residential Lease Agreement*, whichever applies.

Additional rent will be charged for each day keys are not returned beyond your required move-out date, subject to your lease and applicable law.

OUR OFFICE IS NOW BY APPOINTMENT ONLY.

You must schedule a key drop-off appointment in advance with our Administrative Assistant, **Andy Dixon**.

Schedule Your Key Drop-Off Appointment:
https://calendar.app.google/uY5RGYeZtsdPbzut5

IMPORTANT: Our building is locked, there is no night drop available, and we cannot guarantee entry outside your scheduled appointment time. Please arrive promptly and ensure your appointment allows you to meet the required noon deadline.

Key Drop-Off Location:
Green River Property Management
1845 Town Center Blvd.
Bldg 200, Ste 205-122
Fleming Island, FL 32003

Please return all applicable items, including:

- House, mailbox, and garage keys
- Garage door remotes
- Parking and gate passes
- Pool and amenity access cards
- Any other property-related keys or access devices

Clearly label all returned keys with your property address. Missing items may result in security deposit deductions. Unidentified keys may result in additional rent charges until they can be matched to the property, subject to your lease and applicable law.

3. Cancel Automatic Rent Payments

If you have automatic rent payments scheduled, **you must cancel them through your Tenant Portal**. Green River Property Management cannot cancel these payments on your behalf.

To cancel, locate **Schedule Payments** under the Home or Payments tab and select **Delete**.

4. Keep Utilities Connected

ALL UTILITIES MUST REMAIN ACTIVE FOR 3 BUSINESS DAYS AFTER YOUR MOVE-OUT DATE.

Utilities must remain connected so we can complete your move-out inspection, including testing plumbing, electrical systems, appliances, and other property features.

If utilities are disconnected prematurely, a **$65 return-trip fee** will be assessed if an additional inspection visit is necessary after service is restored, as permitted by your lease and applicable law.

5. Final Cleaning & Property Condition

The property must be returned in accordance with the condition and cleaning requirements outlined in your Residential Lease Agreement, allowing for normal wear and tear.

Please review the **Move-Out Cleaning Checklist** provided below for detailed guidance on preparing the property for inspection and minimizing potential security deposit deductions.

Thank you for your cooperation and for allowing Green River Property Management to serve you during your tenancy.

Green River Property Management Team
1845 Town Center Blvd.
Bldg 200, Ste 205-122
Fleming Island, FL 32003
904-807-8331

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Tenant Move Out Checklist

Please use this checklist as a guide as you complete your Move Out Clean

KITCHEN		***BEDROOMS***	**1**	**2**	**3**	**4**	**5**
Clean Dishwasher- inside and out		Wipe down touch areas on walls and trim					
Clean Stove/Oven inside and out		Dust walls in corners					
Replace Drip Pans/Rings if needed		Clean and dust Baseboards					
Clean Range Hood -including filter		Clean window frame and sills					
Clean Microwave- inside and out		Clean and dust all blinds					
Refrigerator inside Clean all shelves &drawers		Clean Closet- shelves ,door & floor					
Refrigerator- Clean top & sides- Vacuum vent		Floors swept and mopped					
Cabinets- clean inside drawers and cabinets		Carpets Professionally cleaned					
Cabinets- Wipe down outside doors & sides		Dust Light Fixtures/Ceiling Fans					
Clean Counters & backslpash		Clean tracks of sliding door					
Clean sink, faucet and drain							
Wipe down touch areas on walls and trim							
Dust walls in corners							
Dust Light Fixtures/Ceiling Fans							
Clean Pantry- shelves ,door & floor		***BATHROOMS***	**1**	**2**	**3**	**4**	**5**
Clean window frame and sills		Clean Bathtub & shower doors					
Clean and dust all blinds		Clean Shower Stall					

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Clean and dust Baseboards		Clean toilet and floor around it					
Floors swept and mopped		Cabinets- clean inside drawers and cabinets					
Clean tracks of sliding door		Cabinets- Wipe down outside doors & sides					
LIVING ROOM		Clean Sinks & faucets					
Wipe down touch areas on walls and trim		Clean Mirror					
Dust walls in corners		Wipe down touch areas on walls and trim					
Clean and dust Baseboards		Dust walls in corners					
Clean window frame and sills		Clean and dust Baseboards					
Clean and dust all blinds		Clean window frame and sills					
Clean Closet- shelves ,door & floor		Clean and dust all blinds					
Floors clean/ Carpets Professionally cleaned		Clean Linen Closet- shelves ,door & floor					
Dust Light Fixtures/Ceiling Fans		Dust Light Fixtures/Ceiling Fans					
Clean Fireplace		Floors swept and mopped					
Clean tracks of sliding door							

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DINING ROOM		***LAUNDRY ROOM***	
Wipe down touch areas on walls and trim		Wipe down touch areas on walls and trim	
Dust walls in corners		Dust walls in corners	
Clean and dust Baseboards		Clean and dust Baseboards	
Clean window frame and sills		Clean window frame and sills	
Clean and dust all blinds		Clean and dust all blinds	
Clean Closet- shelves ,door & floor		Clean Closet- shelves ,door & floor	
Floors swept and mopped		Floors swept and mopped	
Carpets Professionally cleaned		Dust Light Fixtures/Ceiling Fans	
Dust Light Fixtures/Ceiling Fans			
Clean Fireplace			
Clean tracks of sliding door		GARAGE	
FAMILY ROOM		Sweep Clean	
Wipe down touch areas on walls and trim		All trash removed	
Dust walls in corners		Install a New AC filter	
Clean and dust Baseboards			
Clean window frame and sills		PORCH	
Clean and dust all blinds		Sweep floors	
Clean Closet- shelves ,door & floor			
Floors clean/ Carpets Professionally cleaned		EXTERIOR	
Floors swept and mopped		Mow lawn	
Carpets Professionally cleaned		Weed flower Beds	
Clean Fireplace		Edge	
Clean tracks of sliding door		Trim shrubs	
		Remove all personal belongings and trash	

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ADDITIONAL ROOMS		Replace any broken sprinkler heads	
Wipe down touch areas on walls and trim			
Dust walls in corners			
Clean and dust Baseboards			
Clean window frame and sills			
Clean and dust all blinds			
Clean Closet- shelves ,door & floor			
Floors clean/ Carpets Professionally cleaned			
Floors swept and mopped			
Carpets Professionally cleaned			