

**Brock Properties, Inc.**  
**REALTORS<sup>®</sup>**

Post Office Box 10251  
Pensacola, FL 32524

Dear Tenants:

We have received your 30-day notice of intent to vacate the property you currently occupy. Your name and phone number will be listed in the Multiple Listing Service (MLS) where Real Estate Agents can call you to set a 24hr appointment to show the property as stated in your lease agreement. Please refer to your lease for specific instructions on preparing the property for our final inspection. Listed below are some general guidelines for you to follow in order to ensure a smooth return of your security deposit.

1. Pay any outstanding late fees, repair bills, rents, pet fees, etc. Any unpaid balances will be reported to all credit bureau's and collection agencies.
2. Clean the entire house both inside and out:
  - a. Professionally clean carpets and provide legitimate receipt. Run AC or Heat and fans appropriately immediately following steam cleaning for a minimum of 24-hrs to prevent damp carpet from developing an odor.
  - b. Clean Stove/Oven; leave the oven burner pans either new or like new.
  - c. Leave all lights working with proper wattage bulbs.
  - d. Leave all baseboards clean.
  - e. Clean the refrigerator inside and out and empty the ice maker.
  - f. Clean inside of all cabinets and drawers.
  - g. Leave a clean air conditioning filter in the unit.
  - h. Clean out fireplace, if applicable.
  - i. All holes in walls (nail holes or others) must be patched and painted to match.
  - j. Leave the yard mowed and raked with driveway, walkways, and streets edged.
  - k. Leave bushes and shrubs cut back to the condition received.
  - l. Clean out all roof gutters.
  - m. Remove all trash and debris from property.
  - n. Sweep out garage, porch, patio as well as the driveway and all walkways.
  - o. If applicable, leave pool clean and chemically balanced.
  - p. If applicable, leave hot tub drained and cleaned.
  - q. If you own a pet, professionally treat house for fleas by a Pest Control company and provide a receipt as required by lease. Our preferred vendors are: Norris Pest Control 433-2984, and Rocky's Pest Control 456-7455
3. Leave utilities on a minimum of three (3) business days after move out to facilitate the inspection and return of your deposit. Not doing so will result in a charge to your deposit for utilities.
4. Provide forwarding address for the mailing of your deposit.
5. Turn keys in to Brock Properties, Inc. office by midnight of lease expiration or daily rent will be charged.

The property will then be inspected and you will receive information concerning your deposit within thirty- (30) days. This list of things is intended to help guide you in getting back all of your security deposit. The cost is high if we have to do any of the work listed above, as we are required to hire Licensed and Insured Contractors. If we can be of any assistance, please call our office at (850) 494-2449. We have enjoyed your stay with Brock Properties, Inc. and wish you the very best!

Sincerely,

Michael R. Brock  
Property Manager