



## URBAN RESOURCE MOVE OUT PROCEDURES

119371<sup>ST</sup> Street Miami Beach FL. 33141  
 P: 305.403.2424 F: 305.403.2425  
[management@urbanresource.com](mailto:management@urbanresource.com)

**Notice to Vacate:** In accordance with your residential lease agreement you are required to provide the Lessor with no less than 60 days written “Intent to Move Out Notice” during an active lease prior to the next billing cycle.

**Security Deposit Refunds:** A security deposit is a sum of money placed with the Lessor as indicated on the residential lease agreement. Security deposits are not permitted to be used towards rent unless otherwise specified in writing.

Lessor has 15 days to provide Lessee written notice of any deductions to be imposed towards the security deposit with 30 days to return such deposit. You must provide our management office with a forwarding address. For complete return of your Security Deposit, you must fulfill the full-term of your residential lease agreement and the unit must be returned in good condition as received at move-in with no damage. The office will use the “Move in Lessee Documentation List” which was completed by you at move in to compare the move out conditions. The below checklist will serve as guidelines and requirements for Security Deposit refunds.

### Move Out Checklist

Check	Item
	Provide Lessor with no less than 60 days’ written “Intent to Move Out Notice” during an active lease prior to the next billing cycle.
	Please be sure to inform USPS of your change of address. Once you vacate the apartment, we will not be able to collect any mail on your behalf.
	<b>Please remember to disable any scheduled Auto Payments on the Tenant Web Portal.</b>
	Pay all late charges and/or delinquent rent (any unpaid balance will be deducted from security deposit)
	Clear ALL Personal Belongings and Trash from the unit. Items <b>MUST</b> be disposed offsite. <b>Any improper waste violations received will be deducted from your security deposit.</b>
	Clean appliances (underneath also), stove top burners and drip pans, range hood & exhaust fans, top of refrigerator and stove must be thoroughly cleaned.
	Clean and/or replaced AC filters.
	Ensure that all smoke detectors are in working order.
	Clean all light fixtures & light bulbs must be in working order and of the same style.
	Wipe out and clean cupboards, drawers, kitchen counters & sinks.
	Clean bathroom(s). This includes tub, tub tile, sinks, toilets, plumbing fixtures, mirrors, exhaust fans, closets, etc. Please use bleach to remove any mildew and stains.
	Clean all windows, window tracks, window coverings/blinds, sliding glass doors and tracks.
	Spot wash walls, doors, baseboards, light fixtures, switches/outlets, and ceiling fans.
	Nails & screws need to be removed from walls. Holes must be filled properly.
	If applicable, carpet is to be commercially shampooed when you move out.
	Patio, deck/balcony, storage/closet must be swept and free from debris and trash.
	Leave refrigerator on if possible. If electricity has been disconnected, please leave door ajar.
	Return Parking Decal and gate keys.
	All original keys provided at move in must be returned (including mailbox key). Fees of \$45 will be assessed for any missing keys or need of re-keying a unit/mailbox will be a fee of \$55. <b>NOTE: Rent will be a revolving charge until keys are returned to the office or to the Urban Resource representative whom will perform a walk-through.</b>

Please rest assured that our policy is not keeping any portion of your deposit without sufficient reason. Kindly leave the property in clean and in rentable condition, as it was received, so that you may receive full refund of your deposit on hand. Should you have further questions, please do not hesitate to contact our office for review. Your unit will be inspected as efficiently as possible after receipt of your keys.