



THE FLORIDA LANDLORD

# Move-Out Checklist & Surrender Record

Property address:

Tenant(s):

Landlord/agent:

Lease termination / move-out date:

## 01 Before the Tenant Leaves

Review the lease and create a written move-out file. Confirm each item.

- ☐ Lease expiration or agreed termination date confirmed
- ☐ Required notice received and determined timely
- ☐ Security deposit, advance rent, and any deposit alternative verified
- ☐ Move-in condition report and photographs retrieved
- ☐ Open maintenance issues and unpaid ledger items reviewed
- ☐ Every key, remote, fob, pass, and access device issued has been listed
- ☐ Neutral written move-out and cleaning instructions sent
- ☐ Tenant asked to provide a forwarding mailing address

### GOOD PRACTICE

Do not promise a deposit refund or deduction before the inspection, documentation, ledger review, and statutory deadlines are complete.



## 02 Move-Out Inspection

Document condition objectively. Distinguish ordinary wear from tenant-caused damage.

**Inspection date/time:**

**Attendees:**

- ☐ Photograph or video every room, appliance, exterior area, and access point
- ☐ Use the move-in record for direct comparison
- ☐ Identify damage separately from ordinary wear and tear
- ☐ Record missing fixtures, appliances, keys, remotes, fobs, or passes
- ☐ Document any belongings remaining in or around the premises
- ☐ Back up original photographs and video with date information preserved

**Cleaning notes:**

**Damage beyond ordinary wear:**

**Missing items/access devices:**

**Personal property remaining:**

**Owner/normal turnover work:**

### DOCUMENTATION RULE

Describe what you see, where it is located, and how it differs from the move-in record. Preserve receipts, estimates, invoices, and original media.



### 03 Establish Surrender

Use this page as a written key and possession receipt.

#### WHAT "ESTABLISH SURRENDER" MEANS

Surrender is the tenant's voluntary return of possession. This record helps show that the tenant vacated, returned access devices, and intended to give the premises back. Keys alone can be ambiguous. If surrender is uncertain, do not change locks or remove property without legal guidance.

Property address:

Tenant(s):

Date/time possession returned:

Forwarding mailing address:

Forwarding email/telephone:

- ☐ All occupants have vacated the premises
- ☐ All personal property has been removed, except as listed below
- ☐ All keys, remotes, fobs, passes, and other access devices are listed and returned
- ☐ Tenant voluntarily returns possession to the landlord or landlord's agent

Property/access devices remaining:

Tenant signature / date:

Tenant signature / date:

Landlord/agent signature / date:

#### KEYS LEFT WITHOUT A MEETING

Record when, where, and how the keys were received. Preserve any message clearly stating that the tenant vacated and returned possession.



## 04 Final Checklist

Complete the accounting and deadline work after possession is clearly established.

**Termination date:**

**Possession returned:**

**15-day no-claim refund deadline:**

**30-day claim-notice deadline:**

- ☐ Termination and possession dates documented
- ☐ Forwarding address requested and recorded
- ☐ All access devices accounted for
- ☐ Move-in record retrieved and move-out inspection completed
- ☐ Photographs and video backed up
- ☐ Tenant belongings evaluated before removal or disposal
- ☐ Ledger reconciled and owner work separated from tenant-caused damage
- ☐ Invoices, receipts, estimates, and supporting records collected
- ☐ Security-deposit deadline calendared
- ☐ Claim notice reviewed and delivered correctly, if applicable
- ☐ Remaining deposit or full refund sent when due
- ☐ Complete move-out file retained

### FLORIDA DEPOSIT TIMING

If no claim will be imposed, Florida law generally requires return within 15 days after termination. If a claim will be imposed, notice generally must be provided within 30 days. See §83.49(3), Florida Statutes, for complete requirements and exceptions.