



Dear Tenant,

Thank you for giving us advanced notice that you are moving. Now that you are moving out, your lease/rental agreement requires that you leave your unit in a clean and undamaged condition. We have every intention of returning your security deposit as long as you have fulfilled your agreement with us as specified in your lease and below.

MOVE-OUT GUIDELINES:

- A. Walls and woodwork should be wiped down.**
- B. Any/all carpets (if applicable) must be professionally cleaned and cleaning receipt must be turned in to Landlord.**
- C. Clean stove, drip pans, oven racks, oven drawers and broiler pan. Clean range hood, filter and vent.**
- D. Refrigerator must be wiped clean, left plugged in and running. Vacuum coils and grill.**
- E. Clean kitchen cabinets and drawers inside and out. Wash down all counter tops.**
- F. Mop and wax all floors not carpeted.**
- G. Wipe down all windowsills and clean windows and screens.**

- H. Replace HVAC filters and wipe clean return air grills and vents.**
- I. Clean out the fireplace where applicable. Clean screens and fireplace glass.**
- J. Replace all burned out light bulbs using 60 watt light bulbs, unless the fixture states otherwise. Clean all lighting fixtures and ceiling fan blades.**
- K. Clean/scrub all bathroom fixtures including commodes, sinks, mirrors, floors, and bathtub/showers. Wipe all cabinets and remove soaps and detergents.**
- L. Clean all doors and thresholds including sliding glass and their tracks.**
- M. Clean drapes, curtains, blinds etc.**
- N. Garage and/or attics should be free from all trash, cleaned and swept out.**
- O. Remove all trash and personal belongings and ensure all trash receptacles are in their correct place.**

After you have vacated the rental it will be inspected (**MAKE SURE TO BE AT THE SCHEDULED APPOINTMENT**) and photographed for compliance with your lease/rental agreement and the expense of cleaning or repairing damage, if any, will be charged against your security deposit. You will be notified of any charges. Good luck in your new home.

Sincerely,

RentCharleston.com