

Scott Properties of Charleston

The Property Management & Home Rental Experts

Move Out Checklist

Listed below are the items that need your attention prior to vacating your rental property. Please read over this list and call our office at 843.972.9008, Ext: 4 with any questions you may have concerning these instructions.

- 1. NOTICE:** According to your lease agreement, you will be responsible for rent for the full sixty (60) day notice period. Rent for your last month is still due and payable before the 5th and will be considered late on the 6th. The security deposit you paid at move in cannot be used in lieu of your last month's rent payment. A list of further responsibilities at move-out can be found below.
- 2. DOOR KEYS, GARAGE DOOR OPENERS & MAILBOX KEYS:** The keys must be turned in to the Scott Properties representative during your FINAL walk-through evaluation. You will continue to be charged for rent as long as you are in possession of the property keys.
- 3. FORWARDING ADDRESS:** It is very important that you provide us with your new forwarding address, via regular mail or email. In order for us to refund your security deposit in a timely manner, a forwarding address is required. Please remember to put in a change of address with your local post office.
- 4. UTILITIES:** Please call or email our office to let us know the date you are will be shutting off electric, gas, and water, if applicable. You are required to maintain utilities until the end of your lease term. If any utility services are disconnected prior to the end of your lease expiration date, you will be charged \$50.00 to reconnect each service that is disconnected and you will also be responsible for any utility usage up until your lease expiration date.
- 5. SECURITY DEPOSIT:** Your final walk-through evaluation will be conducted with one of our Scott Properties staff members. Any evaluation findings will be identified and documented during the walk-through evaluation process. All the items on this move-out checklist MUST be completed in order to avoid deductions from your security deposit. The security deposit settlement statement and refund check will be mailed no later than thirty (30) days from the day keys are received by a Scott Properties representative, or your lease expiration date, whichever is later. As mentioned above, it is YOUR responsibility to provide a forwarding address to us. One refund check will be sent for any and all refunds.
- 6. PAINTING:** Please do NOT remove small nails or small screws and do not patch holes. Do not do any touch-up painting unless approved, in writing, by a Scott Properties staff member. **Please note this exception: In situations where larger and/or an excessive number of holes are put into walls to hang things to include, but not limited to, television mounts, shelves, curtain rods, heavy mirrors and pictures, etc. Typically, the screws / mounts required to hang some of these heavier items require you to put larger holes in the wall. These larger holes are considered to be beyond normal wear and tear on a wall. In situations where large or excessive holes are put in the walls, a Scott Properties vendor will be sent in, after move out, to patch holes and paint as necessary. The cost for this patching, sheet rock repairs and painting will be deducted from the tenant's security deposit.**
- 7. YARD MAINTENANCE:** If yard maintenance was not included as part of your rent, it is important that the yard is cut & edged, leaves raked, bushes trimmed & all debris removed from lawn prior to move out.
- 8. INTERIOR: It is very important that the property is completely empty of any and all personal items and trash at the time of your move out evaluation.**
- 9. CLEANING:** At move out, the home needs to be in move in ready condition for the next tenant. All floors are to be swept, vacuumed, mopped and carpet **professionally** cleaned. A copy of the receipt for this carpet cleaning is required and this receipt can be given to the Scott Properties representative along with the keys, at move out. All window sills, ceiling fans, blinds and baseboards are to be thoroughly cleaned. Bathrooms are to be scrubbed from top to bottom. All appliances are to be cleaned completely to include the inside and outside of the oven, microwave, refrigerator, dishwasher, etc. All food must be removed from the freezer and refrigerator. You also need to remove all items and wipe down the inside and fronts of all drawers and cabinets.
- 10. RESOURCES:** For your convenience, a list of vendors that we use here at Scott Properties, who will be more than happy to assist you with any move out checklist items, can be provided upon request.

Please call the office at 843.972.9008, Ext:4 if you have any questions prior to vacating and turning in the keys. Thank you for renting from Scott Properties of Charleston.