Preparing to Move

Thank you for staying with Stephenson Property Group LLC. We understand that you can’t stay with us forever and it is time for the next step. Below you find a list of what to expect as you prepare to move and a copy of our Move out Instructions from the lease.

What to expect in the last 30 Days

1. A member of our staff will be in touch to schedule showings for prospective tenants. **Per your lease agreement, you agree to allow Stephenson Property Group to conduct tours during the last 30 days of your tenancy.** We understand that moving can be stressful and are happy to work with your schedule. However, we do require a few blocked hours per week for showings.
2. A member of our staff will schedule a day and time for your move out inspection and turnover of keys. **Please make sure the premise is completely empty, cleaned out and utilities ON**. Please make sure you have ALL keys (Doors, mailboxes, storage areas), Garage openers and Pool fabs at the house at that time. We CANNOT conduct our inspection until the premise is cleaned out.
3. Please have ALL mail forwarded. We will not forward mail once your lease is completed.

**Move Out Instructions**

Listed below are the items that need your attention prior to vacating your rental property. Please read over this list and call us at 803-220-7405 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 a Stephenson Property Group representative during your FINAL walk-through evaluation. You will continue to be charged for rent as long as you are in possession of any 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. SECURITY DEPOSIT: Your final walk-through evaluation will be conducted with one of our Stephenson 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 Stephenson 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 all refunds.

7. YARD MAINTENANCE: If yard maintenance is included as part of your rent, it is important that the yard is watered. All trees and bushes must be trimmed. Yard is to be mowed and flower beds weed free. You will be charged for any yard maintenance that is not maintained.

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. Do not try to repair holes in the wall or paint unless approved by landlord in writing.

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 a Stephenson Property Group representative along with the keys, at move out. All windowsills, 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, outside and under of the oven, microwave, refrigerator/freezer, dishwasher. etc**. All food must be

removed from the freezer and refrigerator. You also need to remove all items, including liners, and wipe down the inside and fronts of all drawers and cabinets.

10. UTILITIES: **MUST REMAIN ON UNTIL YOUR INSPECTION IS COMPLETED** 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.

11. 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 Stephenson Property Group 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 Stephenson 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.

12. RESOURCES: For your convenience, a list of vendors that we use here at Stephenson Property Group, who will be more than happy to assist you with any move out checklist items, can be provided upon request.

**Please call us at 803-220-7405 if you have any questions prior to vacating and turning in the keys. Thank you for renting from Stephenson Property Group.**

Complete Cleaning Checklist

The following are the items that will be inspected upon move out. Please make sure you have checked each item carefully and left it clean. **Failure to do so will result in additional charges for cleaning.**

GENERAL

* All light switches and outlet covers are wiped clean.
* All walls around light fixtures are cleaned of dirt and fingerprints.
* All light fixtures are dusted and cleaned out.
* Replace any burnt out light bulbs**.**
* All windows and mirrors cleaned with glass cleaner.
* Ceiling fans and vent covers dusted and cleaned.
* All blinds dusted, cleaned and good working condition.
* All hard surface floor and baseboards are cleaned (mopped).
* All carpeted areas are vacuumed and professionally cleaned.
* All door casing and windowsills are dusted and cleaned.
* All HVAC filters replaced.
* All Smoke detectors tested; batteries replaced if needed.

KITCHEN

* Clean inside and tops of all cabinets and drawers (remove liners)
* Clean counters and fixtures
* Clean interior and exterior of refrigerator including top.
* Clean rubber seals around doors
* Empty ice bucket
* Clean inside and out of dishwater including rubber lining.
* Empty filter in bottom of dishwasher.
* Clean oven interior and racks.
* Clean under oven and outer sides.
* Clean under stove burners or glass top with stove top cleaner.
* Replace stove top drip pans if needed.
* Clean out warming draw and broiler pan.
* Clean around knobs and control panel.
* Clean interior and exterior of microwave if applicable

WASHER/DRYER (if applicable)

* Clean and vacuum lint trap
* Clean inside and out including under, top and sides.
* Clean washer drum.
* Sweep and mop floor underneath and behind.

BATHROOMS

* Exhaust fans dusted and cleaned.
* Tub, shower, and sinks cleaned and polished.
* Toilets cleaned and polished including base.
* All fixtures polished.
* Clean inside and outside of drawers and cabinets (remove liners)

SLIDING DOORS

* Clean dirt and debris from the track.
* Clean inside and outside of door.

DECK/PATIO/PORCH

* Remove all items and sweep.

GARAGE (if applicable)

* Remove all items and sweep.
* Remove cobwebs.
* Treat oil stains

BASEMENT (if applicable)

* Remove all items and sweep or clean out.

FURNITURE (if applicable)

* Vacuum and spot clean where needed.
* Polish all applicable items.

YARD (if applicable)

* Mowed and free of debris.
* Weeds pulled.
* Hedges trimmed.
* Pine straw replaced where needed.
* Gutters cleaned.
* Holes filled in and sod replaced where needed.

\*Hiring a professional cleaning service is not required but highly recommended.

\*\*Hiring a professional carpet cleaning service IS required. Receipt will need to be presented upon inspection.