



MOVE OUT CONFIRMATION

Dear Tenant,

We have provided this letter to help your move-out process go smoothly as well as inform you of your responsibility for clean up so there are no misunderstandings or disputes concerning the return of your security deposit.

Move out time is **no later than 12pm** on the last day of your lease. As your lease states, you must pay rent through the end of the month, and the security deposit may **not** be applied toward rent. Please make sure the property is fully vacated and cleaned prior to 12pm on your move out date. If you are not ready, your security deposit will be charged a \$500 fine.

Leave all apartment, mailbox and garage keys, parking tags and garage door openers in an envelope on the kitchen counter and please provide our office with your forwarding address.

If you elect to be present at the move out inspection please contact our office at 843-723-2763 or email rentals@danielravenel.com to schedule a time. This must be scheduled at least 7 days prior to your move out date. Move out inspections will be scheduled Monday - Friday 9:30am to 4:30pm. Unfortunately, no appointments will be scheduled for weekends or holidays.

DO NOT DISCONNECT UTILITIES EARLY, YOU WILL BE CHARGED A RECONNECT FEE: Your lease states that you must pay for utilities through the last day of your lease, whether or not you are still living there. Utilities will be transferred only on the last day of your occupancy. You may call ahead and schedule the shut off for the last day of your lease but no sooner.

Security deposit, less applicable damages or fees, will be returned to you at your forwarding address no later than 30 days after the move out inspection.

Please call or email with any questions you may have.

Regards,

Grace Perry Daughtrige, Steven Milanos, Poole Holden & Amy Carroll
Property Management

Additional Charges

This list is comprised of commonly neglected items and the approximate associated costs. This is not a complete list but give a general idea of what our vendors charge.

Cleaning of Apartment	\$150.00 minimum Cost + Labor
Painting of Apartment	\$300.00 minimum Cost + Labor
Carpet Cleaning	\$80.00 minimum
Furniture Removal	\$50.00 per item
Trash Removal	\$50.00
Clean Appliances	\$20.00 per item
Clean Bathroom	\$50.00 minimum
Light bulb replacement	\$5.00 per item
HVAC filter replacement	\$10.00 per item
Replace Standard Window Blinds	\$30.00 per window
Replace Specialty Window Blinds	\$60.00 per window
Smoke detector missing	\$80.00 per unit
Failure to return all keys	\$25.00 to re-key property
Remote/Garage Door	\$50.00 per item (plus cost)
Parking Pass	\$10.00 per item (not including City of Charleston Sticker)
Unauthorized Pet Fee	\$500.00
Utility shut off	\$60.00 per utility
Clean other item(s)	\$10.00 per item
(ceiling fan, cabinets, wipe down window or door, vacuum or mop per room)	

Other charges may depend on the furnishings or other items unique to a property. **Repair charges will be the actual cost of materials and labor and cannot be specified until maintenance professional has completed the repair.**

IF YOU TOUCH UP PAINT, MAKE SURE THE PAINT MATCHES (BOTH COLOR AND SHEEN). IF YOU PAINT AND IT DOES NOT MATCH, YOU WILL BE CHARGED FOR RESTORING THE PROPERTY TO THE ORIGINAL COLOR.

Bulk items must be removed from the property by the TENANT. The City of Charleston will only take what fits into the trash can. Any fines issued to owner for improper trash procedures will be YOUR responsibility to pay. Questions about trash and bulk item pickup by the City should be referred to Dan Riccio, M.A. Director of Livability: ricciod@charleston-sc.gov

Your lease states that your property must be **PROFESSIONALLY CLEANED**. Please use the attached Cleaning Checklist as a guide for cleaning your apartment.

CLEANING CHECKLIST

General

Clean Windows & Blinds	Window Sills/Slider Tracks	Vacuum ALL Carpet Areas
Change HVAC Filter	Clean Ceiling Fans	Dust Cobwebs
Dust All Shelves/Built-Ins	Clean Baseboards & Walls	Door Frames & Doors
Clean Out Closets	Replace Light Bulbs	Remove Nails/Hooks

Bathrooms

Toilets (Base, Bowl, etc)	Sinks	Shower/Tubs
Shower Door	Inside/Outside Cabinets	Mirror
Medicine Cabinet	Sweep & Mop Floors	Inside/Outside Drawers

Kitchen

Counter Tops	Inside/Outside Oven	Stove/Range & Vent Hood
Sink & Fixtures	Inside/Outside Cabinets	Dishwasher
Microwave	Inside/Top Refrigerator	Sweep & Mop Floors

Laundry

Wipe Down Washer/Dryer	Clean Dryer Vent	Inside/Outside Cabinets
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Exterior & Yard

Pick Up & Haul Trash	Pick Up Animal Waste	Clear Patio of Debris
Mow Yard	Trim Bushes	Rake Leaves

The best way to prepare for your move out is to refer to your move in inspection report and try to leave the unit in the same or better condition that you received it. Again, please call our office or email with any questions regarding your move out.

**IF YOU DO NOT CLEAN ADEQUATELY, YOUR SECURITY DEPOSIT WILL
BE CHARGED A MINIMUM FEE OF \$ 150.**