



## *Tenant Move-Out Procedures*

We are providing this packet 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.

**IF YOU ARE SET UP FOR AUTOPAY THROUGH OUR ONLINE PAYMENT SYSTEM PLEASE GO ONLINE AND CANCEL THIS PRIOR TO THE NEXT PAYMENT DATE. THE SYSTEM WILL CHARGE YOU IF YOU DO NOT CANCEL THIS.**

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 towards rent. Please make sure the property is fully vacated and professionally cleaned prior to 12pm on your move out date. If you are not ready, your security deposit will be charged a \$500.00 fine.

If you elect to be present at the move out inspection please contact our office at 843-723-2763 or email [rentals@danielravenel.com](mailto:rentals@danielravenel.com) to schedule a time. This must be scheduled at least two weeks (14 days) prior to your move out date. Move out inspections will be scheduled Monday - Friday 9:30am - 4:30m. Unfortunately, no appointments will be scheduled for weekends or holidays (unless the 30<sup>th</sup>/31<sup>st</sup> falls on a weekend).

As you are moving out, you will most likely have a lot of trash and bulk items, such as furniture to discard. Please use the time before the end of the month to make arrangements to haul off your trash and bulk items. The City of Charleston restricts what can and cannot be placed on the curb for trash pickup. You may only put on the street what will fit in your trash cans on your designated trash day. If you put anything on the street that is not in the trash can, the City of Charleston will issue a fine of \$1087.00 which will be your responsibility to pay. This includes bagged trash, furniture, and general debris. We have a quick turnaround time and the incoming tenants **MUST** receive the property without outside trash and debris. You will be charged a minimum of \$100.00 if we have to have the trash removed from the property.

**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. Upon the completion of your Move-out utilities may be turned off within 24 hours after the Final Move-Out inspection. If you turn your utilities off prior to the required time Daniel Ravenel Real Estate has to re-connect for cleaning or repair work and you will be charged a reconnect fee.

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

Thank you,

Daniel Ravenel Property Management

## *Move-Out Checklist*

If you are hiring a professional cleaner, give them this list to ensure they do not miss items. Some of the following items pertain mainly to single family homes and Apartments. If you are not responsible for any items on this list, then skip them. If you have any doubt, please call 843-723-2763 or email [rentals@danielravenel.com](mailto:rentals@danielravenel.com).

1. Leave all apartment, mailbox and garage keys, parking tags and garage remotes in an envelope on the kitchen counter.
2. Painting:
  - Remove all nails – DO NOT PATCH, SPACKLE OR SPOT PAINT NAIL HOLES, touch-up paint without approval.
  - 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 THIS INCLUDES THE SURROUNDING AREAS TO BLEND IN.
  - Charges for painting depend on the length of time in the property and whether it exceeds normal wear and tear.
3. Carpet Cleaning:
  - Tenants are to have the carpets **PROFESSIONALLY CLEANED** at the time of move out. This must be completed after you have completely removed all your belongings and vacated the property.
  - DO NOT rent machines from a store or use home cleaning machines. ONLY PROFESSIONAL cleaning is acceptable.
  - If any Odors or Pet Odors re-surface after you have vacated the property, the tenant will be responsible for charges incurred to remove the odor.
  - You may be asked to provide proof of the professional cleaning.
4. Any changes made to the home by you during occupancy must be stored to its original condition unless otherwise agreed in writing. This includes (but not limited to) temporary fences, wallpapers, removal or placement of doors, handicap fixtures, etc. If you have removed any window treatments, area rugs or furniture this must be put back in place before the inspection.
5. All non-carpeted floors should be free of stains, scratches, dust and debris; washed and waxed where wax is called for. Be careful with hardwood floors. If you have doubt, please contact our office.
6. All interior windows and sills must be clean. This includes the area between the windows and storm/screens. If during your occupancy any windows were broken or cracked, or if the screens were torn, ripped or have holes, this must be repaired in accordance with your lease.
7. All window treatments that were provided, or are being left must be clean, have no stains, blind veins not bent, and in good working order. IF you removed any, you must put them back in place unless otherwise agreed to in writing.
8. All walls, ceilings, and closet interiors must be free of smudges, grease, and food stains.

9. All woodwork, moldings, trim, doors, vent covers, and baseboards must be free of dirt, dust and stains. Especially along the bottom of the walls.
10. All light bulbs must be in working order, the proper type of bulb in the socket, and light fixtures/globes must be cleaned. (Light globes can do in the dishwasher). **Light bulb replacement by Daniel Ravenel Real Estate is \$5.00 per bulb.**
11. All smoke detectors must be in working order, and will be tested. (If it is beeping, you need to replace the battery. It takes a 9-volt battery). **9-volt battery replacement by Daniel Ravenel Real Estate is \$4.00 per battery.**
12. All exhaust fans/vent covers should be in working order and free of dust and grease.
13. Kitchen cabinets, shelves, drawers, and counter tops must be free of crumbs and grease, washed inside and outside.
14. Refrigerators/Freezers must be washed/cleaned inside and outside. **(DO NOT TURN OFF after cleaning. Windex and a sponge works well on removing stubborn particles in the plastic shelves).**
15. Stoves, ovens, cooktops, and microwaves must be cleaned inside and outside. **DO NOT USE THE SELF CLEAN OPTION ON THE STOVE (Do not use steel wool on appliances; plastic scrub pads work the best. Most stovetops can handle oven cleaner. Test a spot, but do not use oven cleaner on control panels. In addition, do not use over cleaner on self-cleaning ovens. Use the appropriate stovetop cleaner for Smooth Top Stoves).**
16. Dishwashers and Trash compactors must be cleaned inside and outside, especially the inside lip of the door.
17. All sinks, faucets, and garbage disposals must be washed out and wiped clean.
18. Kitchen walls and floors must be washed, and free of food stains, dust, dirt, and grease. Any floors that require oil soap or wax must be done accordingly.
19. All bathroom floors and walls must be cleaned. This includes the grout and caulking. If the caulk around the tub or shower is showing signs of mildew and cannot be cleaned, you must have it re-caulked.
20. All tubs, showers, sinks, and toilets must be cleaned, disinfected, and free of soap scum and cleanser residues.
21. All medicine chests, vanities, and drawers must be cleaned inside and outside.
22. Laundry rooms and utility rooms must be free of dust, dirt, cobwebs, and debris.
23. Air-filters must be changed or if washable then cleaned. **If you do not do this, you will be charged to service the HVAC unit and \$10.00 for the filter replacement.** Air vent covers must be free of dust.
24. Washing machine must be wiped down and free of soap residues.
25. Dryer must be wiped down and free of lint. **If the lint trap is full you will be charged for a professional cleaning of the trap and hose.**
26. All flower/plant beds must be cleaned and free of weeds, leaves, and yard debris. If it was mulched when you moved in, please make sure fresh mulch is there when you move out. **(Please be aware, leaves and yard debris are not considered mulch, unless finely ground).**
27. All grass must be free from pet dung, debris, and must be cut/trimmed and edged. All shrubs must be neatly trimmed.
28. All walkways, steps, decks and patios must be swept and free of weeds.

29. If your vehicle has leaked oil in the garage or driveway, the oil stain must be cleaned up. **(Use Borax soap & water to clean it).**
30. If you have a garage, please make sure it is swept clean, and if there were tools when you moved in, please make sure they are in their place.
31. If you have a tool/garden shed, please sweep it out. Clean up any chemical spills, and make sure all tools are in their property place. Old chemicals and paints should be discarded properly. **(Call your trash company for details).**
32. Repair any Pet damage to doors, door casings, trim and yard
33. Turn in all remotes, i.e. garage, ceiling fan, alarm, pool pass, gate access pass at final inspection. **(If you were provided with remotes at the Move-in and do not have them to turn in for Move-Out, you will be charged accordingly).**

### **Additional Charges**

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

Trash Removal	\$65.00 Includes Labor and Haul Off
Light Bulb Replacement	\$5.00 per bulb + Labor
9-volt Battery	\$4.00 per battery + Labor
HVAC Filter Replacement	\$10.00 per filter + Labor
Non Wired Smoke Detector	\$12.00 per item + Labor
Wired Smoke Detector	\$25.00 per item + Labor
Unauthorized Pet Fee	\$500.00 Fine
Utility Shut-off	\$60.00 per utility

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

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 condition that you received it. Again, please contact our office at 843-723-2763 or email us at [rentals@danielravenel.com](mailto:rentals@danielravenel.com) with any questions regarding your Move-out.

**IF YOU DO NOT CLEAN ADEQUATELY, YOUR SECURITY DEPOSIT WILL  
BE CHARGED A MINIMUM OF \$150.00**