

Move Out Instructions

In preparation for our move-out inspection, please complete the following items listed below. However, remember this is a generalized list and may not include everything that you will need to do upon moving out. It may also include items that do not relate to your unit. Your security deposit will be processed within 30 days or less of the termination of the tenancy.

Return all keys:

- **Turn in all keys (including mailbox keys, storage keys, pool keys and all passes, if (applicable) to Carolina Property Management Partners no later than 12pm the morning following your lease expiration.** Keys must be turned into the Carolina Property Management Partners rental office. Do not leave keys at the property. When you turn in your keys, you also need to provide a forwarding address (form included) and a carpet cleaning receipt (if applicable) to us. If the office is closed due to weekend or a holiday, you will be responsible for dropping everything off at the office the next business day. The property must be vacant, cleaned, and ready for inspection prior to your keys being turned in. If keys are not received by 12:00pm the first business day after your lease expires, you may incur the cost of re-keying the unit. In addition, per the terms of your lease, you will be charged pro-rated rent for each additional day that keys are outstanding.

NOTE: If you have vacated and cleaned the unit, please feel free to schedule the move out inspection before the end of the month, if you wish. You are still responsible for rent, utilities, and yard maintenance on the unit until the date your lease obligation expires.

Security Deposit:

- **Per your lease agreement. You may not use your security deposit as your last month's rent.**

Repair any damages and clean the unit thoroughly:

- Repair any damages to the unit. Carolina Property Management Partners will inspect all items at the move out inspection.
- Clean the interior and exterior of all appliances and fixtures in the kitchen, bathroom(s) and utility areas.
- Clean underneath the refrigerator, stove, and washer/dryer (if the unit includes them), **please be very careful moving these appliances so not to cause damage to the flooring.** Do not leave the refrigerator unplugged after cleaning.
- Clean and replace drip pans and rings on stove.
- Wipe out all cabinets/closet shelving in the unit (especially kitchen and bathrooms).
- Clean all blinds, windows, windowsills, window tracks, and storm windows. Make sure all window screens are in place, if they have been removed.
- Dust all trim work and walls to remove dirt and cobwebs. Clean blades of any ceiling fans in the unit. Dust all electric light fixtures.
- Vacuum all air filter grills and install fresh A/C filters.
- Replace damaged or missing doorstops.
- Replace any burnt out light bulbs throughout unit (interior and exterior).
- Clean/scrub all floors in the unit.
- Clean fireplace if applicable.



If you had a pet:

- If you have had a pet at the property (either authorized or unauthorized), you are required to have the unit professionally exterminated for fleas. Contact a local exterminating company.

Carpet Cleaning:

- Vacuum and carpet clean any carpet in the unit. A receipt from a professional carpet dry cleaning company must be provided when you turn in your keys if you had a pet. If a receipt is not provided at move-out, Carolina Property Management Partners reserves the right to have the carpets professionally cleaned at the tenant's expense.

Properly dispose of all items, trash, and debris.

- Dispose of all trash, i.e. mattresses, furniture, clothes, etc. properly, from both inside and outside the unit and in any storage areas. No items are to be left in the unit or at the curbside/dumpster. Do not leave your trash bin at the curb - instead, make arrangements for a friend or neighbor to move the trash bin to the curb on pickup day, and return it to the proper storage place after pickup. If you leave behind items that will not be taken during regular trash pick-up, you will be charged a fee to have our staff remove these items. Do not leave large items in the yard, driveway, or at the street. Make arrangements in advance for City of Rock Hill Waste Services to remove any bulky items by calling the City of Rock Hill. If your property is cited by the City of Rock Hill Inspector for improper debris storage and/or disposal, you may be responsible for any fines associated with this citation.
- Clean up the exterior of the unit, remove all trash and debris, clean up landscaping if it is the tenant's responsibility (i.e. cut the grass, clean out dead leaves from flower beds and yard, trim bushes, haul away dead limbs).

Utilities:

- Leave heat/AC units on to avoid any damages to unit from extreme heat or cold temperatures. Set to 80 degrees for AC in summer to 60 degrees for heat in winter. Do not turn heat/ AC completely off at move-out.
- Utilities must be left on and in your name until the last day of your lease obligation.
- If your heat source is fueled by oil or propane, you must have the tank filled at move-out. Please provide a receipt when you turn in your keys.

Our goal is to refund 100% of your deposit and have a smooth and easy move out transition.

Should you have any questions, please call us at 803-366-RENT.

