

Move-Out Instructions

Listed below are several items that need your attention prior to vacating your rental property. Please read over this list and call the office with any questions you may have.

1. **NOTICE:** It is your responsibility to promptly deliver a Thirty (30) Day Notice to Vacate to our office on/before the last day of the month prior to the month you are vacating. This notice must be in writing to be effective per your lease agreement. You can bring the notice to the office, mail it, or email it. According to your lease agreement, you will be responsible for rent for the full thirty (30) days of rent. Rent for your last month is still due and payable on the 1st, late after the 5th.
2. **KEYS:** The keys must be received in our office by the vacate date stated on your written notice. You will be charged rent as long as you are in possession of keys.
3. **FORWARDING ADDRESS:** When keys are turned in to the office, we need all names and forwarding addresses to mail the Security Deposit Statement. Please remember to put in a Change of Address with the Postal Service.
4. **UTILITIES:** Please call or email our office to let us know the date you are shutting off electric, gas, and water, if applicable. You are to maintain utilities until the end of your notice. If the electric and/or gas are terminated and we have not been notified at least 2 business days in advance, you will be charged \$50.00 for us having to meet SCE&G to restore power and gas.
5. **SECURITY DEPOSIT:** The unit will be inspected once the keys are turned in to the office. The Security Deposit Settlement Statement will be mailed no later than thirty (30) days from the date keys are received in the office. It is YOUR responsibility to provide a forwarding address to us. One check will be made for any refunds, unless we have prior written permission from each resident requesting otherwise. There are no exceptions to this.
6. Please do NOT remove nails or screws and do not patch holes. Do not remove/cut telephone lines, cable lines, etc.
7. **YARD MAINTENANCE:** If yard maintenance was your responsibility, it is to be cut and cleaned prior to turning in keys.
8. **ALL** trash, junk, and debris are to be removed from inside and outside/around the property and placed in the proper location for disposal. Be sure to clean out all closets, drawers, storage areas, etc. Do not leave items around dumpsters or you will be charged for the removal.
9. **CLEANING:** The property is to be left in clean condition. All floors are to be swept/vacuumed/mopped and carpet professionally cleaned. **Tenants with carpet must provide a copy of a receipt from a professional carpet cleaning company.** All window sills, ceiling fans, blinds and baseboards are to be cleaned of dust. Bathroom is to be scrubbed and cleaned. Kitchen is to be cleaned completely; this includes inside the oven, under the stove eyes, defrosting the freezer, and cleaning the fridge, including under and inside crisper drawers. All food must be removed from the freezer and refrigerator. Remove all items in all drawers and cabinets.

Please call the office if you have any questions prior to vacating and turning in keys. **DO NOT MAIL KEYS! ALL KEYS MUST BE TURNED IN AT THE SAME TIME!**

Thank you for renting from Columbia Property Management!

Please return with your key(s): Date: _____ # of keys returned: _____

Rental Address: _____

Name(s): _____ Forwarding Address: _____

