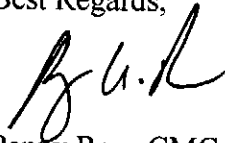


Dear Property Owner:

Please find attached a Move-Out Checklist that is provided to tenants vacating the property that we manage on your behalf. As you can see, this list is very detailed as tenants are held responsible for the condition of the property when possession is rendered.

We ask that you keep this in mind when you place a property on our rental program. Your unit should be ready to rent and in move-in condition.

Best Regards,



Penny Rose CMCA, PMIC
Rental Manager
Chicora Long Term Rentals
pennyrose@chicora.net

MOVE OUT CLEANING REQUIREMENTS

Property Name: _____ Date: _____

The following is a list of items that **MUST** to be completed upon vacating your rental property. **Any items not completed will be assigned to a cleaning company and charged against your security deposit.**

GENERAL:

- _____ All light bulbs must be working. Any burnt out bulbs must be replaced.
- _____ Wipe fingerprints off doors, trim and light switches.
- _____ Clean all baseboards and woodwork, including top of doors.
- _____ Ceiling fans: dust and clean.
- _____ Clean cobwebs off all ceilings and walls (includes garage, storage, porches as applies)
- _____ Replace A/C filter.
- _____ Dust A/C vents throughout unit. This includes ceiling around air vents and return vents.
- _____ Clean all glass slider doors. Remember to wipe off the tracks.
- _____ Clean all windows. Remember to wipe down windowsills.
- _____ Clean light fixtures and covers (covers can be placed in the dishwasher).
- _____ Remove all personal belongs from closets (including hangers).
- _____ Clean all blinds.
- _____ Clean louvered doors (this can be done with a vacuum attachment).

CARPETS:

_____ Vacuum and have carpets **PROFESSIONALLY STEAM CLEANED**. There are **NO EXCEPTIONS**. Receipts must be turned in with keys. Renting carpet cleaning machines is not accepted.

FLEA TREATMENTS:

_____ If you have had a pet of any kind, a flea treatment is required. A licensed exterminator is preferred. There are **NO EXCEPTIONS**. (Some carpet cleaning companies can provide this service.) Receipts must be turned in with keys.

KITCHEN:

- _____ Refrigerator: Clean inside and out. Pull out drawers and clean underneath. Clean freezer section. Wipe outside and top of refrigerator including the rubber seals around the doors. Empty ice tray, turn icemaker off. Turn power off at the breaker and leave the door open.
- _____ Stove: Remove burners and drip pans and clean underneath. . **REPLACE** drip pans. Make sure all burners are plugged in correctly and turned off. Smoothe tops should be cleaned with a proper recommended cleaner. Clean oven and wipe off the top edge of the door including inside, handle and any venting. Always clean out after using self cleaning option. Clean stove hood top, underneath, light and fan filters.
- _____ Microwave: Clean inside, both sides of door, underneath, filters and all venting. Glass plates and racks can be placed in the dishwasher.
- _____ Dishwasher: Check to be sure the dishwasher is empty and free of any debris or food particles. Wipe off the exterior, inside top edge of door and all buttons and dials.
- _____ Cabinets and Drawers: Remove all items, including any shelving paper. Clean inside and exterior of cabinets. Remove all food crumbs and fingerprints
- _____ Sink: Run disposal to clear, clean sink and wipe down faucets.
- _____ Counter tops: Wipe clean any food and fingerprints.
- _____ Floors: Sweep and mop.

BATHROOMS:

- _____ Clean bath tubs, sinks, shower stalls and toilets. This includes the top of the tub surround.
- _____ Clean all faucets and fixtures (soap dish, toothbrush holders, etc.)
- _____ Clean light fixtures and remove fingerprints from light switches.
- _____ Remove all dust from exhaust fans.
- _____ Wipe out any cabinets or drawers.
- _____ Clean all mirrors.
- _____ Sweep and mop floors.

IF APPLICABLE in your rental property:

- _____ Remove all personal property and sweep off deck, screened porch, etc. (carpeted areas should be vacuumed).
- _____ Remove all personal items from garage and sweep out garage.
- _____ Remove all ashes and wood and clean out fireplace.
- _____ Remove all personal items from attic.
- _____ Remove all personal items from storage closet and sweep out.
- _____ Wipe out washer and dryer, remove lint and clean lint filter. Wipe down the exterior of the washer and dryer.
- _____ Remove any oil and rust stains in garage and/or driveway caused during your residency

EXTERIOR if applicable:

- _____ Remove debris and trash from the grounds, driveway and surrounding area.
- _____ Clean yard, cut grass, trim shrubbery and remove weeds

**NEED HELP? MAY WE RECOMMEND A SERVICE FOR YOU?
PLEASE CALL 843-903-7400**