

Move-Out Procedures

Leave the electricity, water, and sewer service ON in your name through the last day of your lease term, even if you vacate prior to your lease expiration date.

Immediately upon vacating, return all door keys to the unit in an envelope with your name, property address, phone number, and attention Coastline Box #313, and drop off this envelope at our UPS mailbox location at 1000 Johnnie Dodds Blvd, Suite 103, Mount Pleasant, SC 29464. UPS store hours apply: Mon-Fri 8:00AM - 6:30PM; Sat 10:00AM - 4:00PM; Sun Closed. Leave all other items belonging to the property on the kitchen counter, such as mailbox keys; garage remotes; amenity access cards, keys, or fobs; ceiling fan remotes; fireplace remotes; etc. Also leave a copy of all required receipts for professional house cleaning, professional carpet cleaning, flea treatments, etc. Lastly, please email info@coastlinepm.com to let us know you have completely vacated. At this time, extensive inspections and walk-throughs with contractors will be completed. We will not need to do a walk-through with you present, unless otherwise instructed.

Your security deposit will be processed within 30 days from your vacate/lease end date. Be sure that we have your new address and phone number. You should also notify the post office of your new address. (<https://moversguide.usps.com>)

Items that you noted on the *Move-In Inspection Report* that were not remedied during the term of your residency will not be deducted from your security deposit. If you did not return the Move-In Inspection Report within 48 hours of your move-in date, you will be held responsible for all items/damages that are found during the move-out inspection. If you moved in under a different Landlord, please contact us prior to your move-out to make us aware of any damages that were present when you moved in and were not fixed during your residency.

It is completely up to you how much of your deposit you get back. Complete the following and make sure there are no damages to the home. Normal wear and tear is easily determined because it would occur regardless of who lived in the home. For example, no matter who lived in the home, the wall paint would fade over time. However, items such as broken blinds, burn stains on cook-tops, dirty appliances, excessive wall marks & holes, and damaged wood floors are not normal wear & tear.

GENERAL CONDITION - The property, inside & out, must be left very clean. Also all trash, debris, and personal belongings must be removed.

WINDOWS - All windows and sills must be cleaned inside and outside. You are not required to clean windows that are located above the 1st story of the home, unless there is easy access from a patio or deck..

BLINDS - All blinds are to be cleaned and in working order.

RANGE - Remove all cooking stains from range, drawers and burners. Make sure that all racks and broiler pans are clean and remain with range. Replace drip pans and burners if needed.

REFRIGERATOR AND FREEZER - All food must be removed, inside scrubbed and freezer defrosted. Crisper covers must be intact. Ice cube trays must be clean and remain with freezer. Empty ice box and put ice maker in OFF position. Any odors must be removed.

OTHER APPLIANCES - Leave clean and in good working condition.

CABINETS & DRAWERS - All cabinets and drawers throughout the home must be cleaned inside and out. Drawers must be

SINKS & BATHROOMS - Kitchen sinks, bathroom sinks, bathtubs, shower walls and shower doors are to be cleaned. No stains should remain. Clean mirrors, floors, toilets, etc.

LIGHT FIXTURES & CEILING FANS - All light fixtures and ceiling fans must be clean and have working light bulbs in them.

SMOKE DETECTORS - All smoke detectors must be in working condition and have working batteries.

FLOORING - Carpeting must be commercially steam cleaned. Leave your paid carpet cleaning receipt on the kitchen counter. If you prefer that we have it cleaned for you, the charge will be deducted from your deposit. Vacuum and mop all hard surface flooring.

WALLS & TRIM - Return wall colors to their original color if you added paint during your tenancy. Do not patch nail holes. Wipe down walls that are heavily marked or dirty. Wipe down all baseboards, trim, door frames, doors, moldings, etc.

YARD WORK - If you are obligated to maintain your yard per the lease agreement, the yard must have all debris removed, and the grass should be cut & edged, beds should be tidied and free of weeds, and shrubs maintained.

PERSONAL PROPERTY - Any personal property left on the premises after the move-out date will be considered trash and removed at tenant's expense.

IMPROVEMENTS TO PROPERTY - Any improvements to the property made by tenant inside or outside must not be removed without written permission from the property manager per the lease agreement. This includes landscaping, scrubs, flowers, walkways, out buildings such as storage sheds and playhouses, etc. Any interior improvements the tenant may have made to the property must also remain. Improvements such as but not limited to the following are: installation of ceiling fans, bookshelves, shelving, light fixtures, ceiling fans, etc.

ELECTRICAL BREAKER BOX - Leave all breakers ON in the electrical panel.

**Procedures are subject to change without prior notice and items provided in this guide are not all-inclusive.