

Move-Out Instructions / Security Deposit Processing

Listed below are several items that need your attention prior to vacating your rental property. ***Please read over this list and turn in a completed copy of the attached form with your keys upon vacating your property*** as we will need your forwarding address for security deposit purposes.

- 1. NOTICE TO VACATE:** 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 and can be submitted by email, regular mail or hand delivery. You may also access a form on our website under “Tenant Services” ***According to your lease agreement, you will be responsible for rent for the entire month. Rent for your last month is still due and payable on the 1st, late after the 5th. Once your written notice is received in our office, your property may be shown by our leasing agents with a given 24 hour notice in attempts to re-rent the property.***
- 2. KEYS:** All keys, garage openers, pool passes, key fobs, etc. must be received in our office by 11:00am on the move-out date stated on the written notice. ***You will be charged rent as long as you are in possession of keys. Also, if keys are not delivered to the office, you will be charged a \$75.00 fee.***
- 3. FORWARDING ADDRESS:** Please complete the bottom portion of the 2nd page of this form with your rental address, all names of vacating tenants and forwarding addresses to ensure you receive your Security Deposit Settlement Statement. Please remember to put in a Change of Address with the Postal Service; as we will not forward or hold mail at the office.
- 4. UTILITIES:** Please email **FrontDesk@colapro.com** to let us know the date you are shutting off electric, gas, and water/sewer, if applicable. You are to maintain utilities until your keys are returned to the office. If the electric/gas or water/sewer 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 and/or the city to restore power/gas or water/sewer.
- 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 Security Deposit check will be made for any refunds, unless we have prior written permission from each resident requesting otherwise.***
- 6. RECEIPTS:** Any paid receipts for repairs, cleaning, carpet cleaning or yard maintenance ***MUST*** be turned in at the same time the property keys are turned in.
- 7. PERSONAL POSSESSIONS, BELONGINGS & TRASH:** All personal possessions, belongings and trash (including food items) must be removed from the inside and outside of the property. Be sure

to check all drawers and closets for leftover items. ***Leaving any items or trash that has to be removed will be charged against your Security Deposit.***

8. **CLEANING**: The property is to be left in clean condition. The kitchen and all bathrooms must be scrubbed and cleaned completely. All drawers, counters, cabinets, and cabinet faces need to be wiped clean. All kitchen appliances must be completely cleaned inside and out. This includes the inside of the oven, under the stove eyes, defrosting the freezer, inside and outside the refrigerator including all drawers as well as the inside of the microwave. All window sills, ceiling fans, blinds, baseboards and light fixtures are to be cleaned and dusted. Please do not remove nails from the walls and do not patch any holes. Do not remove/cut telephone lines, cable lines, etc. Do not unplug the refrigerator. ***If cleaning has to be done, it could be charged against your Security Deposit.***

9. **FLOORS**: All floors are to be swept/vacuumed/mopped and carpet must be professionally cleaned by a professional company. A rented machine and rental receipt will not suffice. ***Please be sure to turn in a copy of the paid carpet receipt or carpet cleaning will be charged against your Security Deposit.***

10. **YARD MAINTENANCE**: If yard maintenance was your responsibility, it is to be cut and cleaned prior to turning in keys. This includes trimming bushes and removing vines from the house. ***If the yard is not cut and cleaned, it could be charged against your Security Deposit.***

Please call the office if you have any questions prior to vacating and turning in keys. Thank you for renting from Columbia Property Management.

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

Rental Address: _____

Name(s): Phone #: Forwarding Address (Include City, State & Zip Code):

1. _____, () _____, _____

2. _____, () _____, _____

3. _____, () _____, _____