

Real Estate • Sales • Management • Rentals



(864) 654-7368

Move Out Checklist--Please Review Carefully

Procedures:

- Turn off all breakers (including water heater breaker)
- If vacating earlier than the lease end date, all utilities must stay on and the office must be notified in writing. Any damages resulting from utilities not being on will be the responsibility of the tenant.
- Unplug refrigerator and leave doors open.
- Replace all items that are missing or broken. Replace smoke detector batteries, air filter(s), and light bulbs.
- Thoroughly clean and remove all trash/debris. Neatly place trash/debris in trash bags and/or trash receptacles.
- Turn in *Intent to Vacate* form. Include forwarding address for security deposit disposition mailing. If no address is given, security deposit dispositions will be mailed to last known address (i.e. the unit you leased through Tiger Properties).
- Carpet cleaning fees were due with your last month's rent. If those fees have not been paid, include a check made out to Tiger Properties, in the amount applicable below. Also include a \$50 late fee per your lease.
 - ~ 1-2 bedrooms -- \$65 + \$50, totaling \$115
 - ~ 3+ Bedrooms -- \$125 + \$50, totaling \$175
- All house/mailbox keys must be turned in, as well as any gate clickers, garage openers, etc. Keys must be labeled and secured in a closed envelope. Not doing so could result in lost-key charges.
- Make sure that you forward your mail through the post office. Tiger Properties is not responsible for lost or stolen items resulting from mail not being forwarded properly.

Please call our office with any questions about our move out procedures.

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BASIC MOVE OUT PROCEDURES

The following items are required prior to check-out in order to avoid damage charges being levied against you:

- Utilities MUST remain on until the end of your lease. If any utilities are disconnected prior to the last day of your lease, you may be subject to reconnection fees, damage charges, or additional charges.
- Remove all trash/litter/debris and personal items from the interior and exterior of the premises. If you are responsible for the lawn, please make sure that it has been cut with all leaves/debris removed. Do not leave items at the street that your municipality will not remove. If you have any questions about what items will/will not be picked up, please contact your municipality's department of public works so they can assist you. Any items left behind, or not picked up by your municipality, will result in a charge for removal.
- Mop all tile and vinyl floors. Vacuum all carpet. Make sure that payment for carpet cleaning has been turned in with your last month's rent.
- Clean all baseboards, moldings, and paneling. Wash walls and/or touch up paint carefully. Pay extra attention to the areas around light switches, hallways and doors. Replace any missing or damaged items such as outlet covers, light switch covers, light globes, light bulbs, blinds, smoke detector batteries, fire extinguishers, etc. Make sure all air filters have been replaced. Failure to do so will result in charges being deducted from your security deposit.
- Clean and disinfect the bathroom(s) thoroughly, including toilets, sinks, tubs/showers, and countertops. Clean all appliances inside and out. This includes, but is not limited to, the stove (replace drip pans and clean oven), refrigerator, dishwasher, microwave, and washer/dryer (lint trap) (if applicable). Leave the refrigerator and freezer doors open (unplug first).
- Clean all cabinets, inside and out, including shelves and drawers. Any items left behind will result in a charge for cleaning/removal/disposal.
- Turn the main breaker to the "off" position in the circuit breaker box. If you are leaving earlier than the lease end date, please see move out checklist or call 864-654-7368 for specific instructions.
- Return all keys to the office and confirm your forwarding address. You will be charged for any keys not returned.

It is our desire to return your security deposit to you in full. It is much easier for us to not charge your account for damages. So, to avoid charges being deducted from your security deposit, please make sure that you follow all of the aforementioned steps. Make sure you do the right thing and leave your house/apartment in the same shape it was given to you.

Your Security Deposit Disposition form and security deposit refund will be mailed to the address provided to us in your *Intent to Vacate* form, within 30 days of your lease end date. To help us expedite this process, please avoid calling the office about your security deposit. If you disagree with monies that were withheld from your security deposit, you will be given the opportunity to appeal, through our appeals process.