

HILTON HEAD LONG-TERM RENTALS

TENANT MOVE-OUT GUIDE

In order to expedite the refund of your SECURITY DEPOSIT, we urge you to attend to the following: **Return keys to our office. Leave garage door openers on kitchen counter.** The premises must be completely vacated by the agreed upon date with all personal property removed. Upon vacating the property, our office will inspect the property.

The PROPERTY SHOULD BE THOROUGHLY CLEANED with particular attention paid to the following:

KITCHEN:

- Range & oven to be cleaned.
- Burner rims to be cleaned. No aluminum foil.
- Drip pans NEED to be *replaced*. No aluminum foil.
- Range hood grease filter to be cleaned.
- Refrigerator cleaned inside & out. Also, wipe off top of refrigerator.
- Turn icemaker, OFF.
- Wipe all countertops. Scrub sink with *Comet* cleanser please.
- Clean inside & outside of all cabinets and drawers.
- Dishwasher door rim to be cleaned inside & out.
- Wash all kitchen floors.

LAUNDRY AREA:

- Clean floors. Make sure to clean behind & in between washer & dryer.
- Remove soap scum from washing machine lid, wipe down inside surface areas.
- Clean lint trap on dryer. Stackable dryer lint trap is inside the drum and needs to be pulled out

BATHROOMS:

- Clean inside & outside of all cabinets & drawers, including medicine cabinets.
- All fixtures, tile & grout should be cleaned.
- Clean bathroom floors.
- Clean all mirrors, tubs, sinks & toilet bowls.

GENERAL AREAS:

ALL CARPETS MUST BE PROFESSIONALLY STEAM CLEANED!

- Install new air-conditioning filter. Clean all air vents and air returns.
- All furniture must be dusted and returned to original position. Clean under cushions.
- All blinds, verticals, etc. should be cleaned.
- Dust or wipe down all ceiling fans!
- Wipe down light switch covers and baseboards.
- ALL WINDOWS CLEANED INSIDE, including sliding glass door tracks.
- ALL LIGHT BULBS MUST BE WORKING OR REPLACED. Flood light bulbs in recessed fixtures
- All trash & debris must be removed from the inside, outside, service yard, garage, etc.
- Clean entrance and wipe down front door .

OTHER CONDITIONS:

A final paid receipt from the Water Company will be required. Please schedule to have your meter read the **last day of the month** you intend to vacate the premises. Be sure to ask about your paid receipt.

The Water Company can fax us the paid receipt at 843-681-6815.

ATTENTION: PET OWNERS:

**REFER TO YOUR PET AGREEMENT FOR SPECIAL CONDITIONS.
FLEA TREATMENTS , CARPET CLEANING & DEODORIZING MUST BE DONE.
PLEASE PROVIDE RECEIPTS TO HILTON HEAD LONG-TERM RENTALS, INC.**

IF ANY OF THE ABOVE ITEMS ARE NOT COMPLETED, IT WILL RESULT IN A DEDUCTION FROM YOUR SECURITY DEPOSIT.

- **IF FURTHER INSPECTIONS ARE NECESSARY, A RE-INSPECTION FEE OF \$25.00 PER RE-INSPECTION WILL BE CHARGED AGAINST YOUR SECURITY DEPOSIT.**