



FINE PROPERTY MANAGEMENT

**Mailing Address: PO Box 3385
Aiken, SC 29802**

**Physical Address: 205 Barnwell Ave
Suite 204, Aiken, SC 29801**

Telephone: (803) 643-0104
Email: fineproperties@bellsouth.net
Email: cheriespivey@aol.com

Fax: (803) 649-1701
Cell: (803) 645-1568
Cell: (803) 270-0523

Dear Tenant:

I have attached a Move-Out Cleaning Checklist for your use in preparation for your exit inspection.

Your rental lease agreement requires (#12 of your lease agreement) that you leave the home in a clean and undamaged condition. We have every intention of returning all of your security deposit to you as long as you have fulfilled your agreement with us. **I cannot stress enough the importance of completing everything on the attached list. It was all done before you moved in and must be completed for the next tenant(s).** We always give our tenants the opportunity to do the clean-up on their own **but please be advised that anything not completed will be done by a cleaning crew and the cost will be deducted from your security deposit.** If you would prefer to have it cleaned professionally, please let me know and I will have my cleaning crew contact you to set it up.

Please make an appointment with me to do an exit inspection with you once all personal items have been removed from the home and you have completed the items outlined on the attached "Move-Out Cleaning Check List". If you will not be available for an exit inspection, I will do it alone, but please make arrangements with me for the return of all keys and garage door openers (if applicable) as well as your forwarding address. Please note that you will be charged for any keys/garage door openers which are not returned. **DO NOT TURN OFF THE POWER & WATER UNTIL AFTER THE EXIT INSPECTION HAS BEEN DONE.**

REMINDER: IN THE LAST 30 DAYS OF YOUR LEASE WE WILL BE SHOWING THE HOUSE, WE WILL GIVE YOU A 24 HOUR NOTICE BEFORE THE SHOWING.

Sincerely,

Handwritten signature of Debbi K. Fine in black ink.

Debbi Fine,
Property Manager In-Charge

/df

Handwritten signature of Cherie Spivey in black ink.

Cherie Spivey,
Property Manager

/cs

Encl: Move-Out Cleaning Check List

MOVE-OUT CLEANING CHECK LIST

1. OVEN (underneath, top, inside, sides, front, edges, drawer – polish if stainless)
2. EXHAUST HOOD (fan & filter, greasy build-up removed)
3. REPLACE STOVE BURNER EYE DRIP PANS WITH NEW ONES
4. REFRIGERATOR & FREEZER (underneath, front, top, inside, seal edges, drawers, empty ice – polish if stainless)
5. DISHWASHER (inside edges, outside face – polish if stainless)
6. KITCHEN CABINETS (inside & outside of doors, cabinet shelves – must be left free of crumbs etc.)
7. SINK & COUNTER TOPS (walls above counter tops – must be left free of cleaning residue)
8. TILE & LINOLEUM FLOORS (swept & mopped and/or scrubbed)
9. BATHROOMS (toilets, sinks, inside & outside of cabinets, tub wall areas, wipe out all drawers)
10. CEILING FANS & BLADES
11. LIGHT FIXTURES (dust and build up on fixtures, globes and fan blades)
12. REMOVE COBWEBS (windows, ceilings, corners)
13. WINDOWS (sash, sills, and casements edges)
14. CLEAN ALL SLIDING GLASS DOORS (inside & outside, door tracks)
15. WIPE DOWN ALL BLINDS (both sides)
16. TRASH & DEBRIS REMOVED FROM HOUSE
17. CLEAN HVAC INTAKE GRILL & INSTALL NEW FILTER (all filters)
18. CLEAN ALL EXTERIOR DOORS IF NOT FRESHLY PAINTED (clean all storm doors, clean exterior thresholds)
19. WIPE OFF ALL SWITCH PLATES AND RECEPTACLE COVERS (remove all dirt & fingerprints)
20. WIPE DOWN ALL DOOR FRAMES AND BASEBOARDS
21. CARPETS TO BE PROFESSIONIALLY STEAM CLEANED (receipt to be provided)
22. CLEAN/CUT/TRIM YARD (remove any debris or animal droppings)
23. CLEAN OUT & WEED FLOWERBEDS
24. CLEAN OUT GUTTERS
25. SWEEP OFF ALL PORCHES & SWEEP OUT GARAGE
26. REMOVE ANY SATELLITE DISHES INSTALLED BY YOU
27. REPLACE ANY BURNED OUT LIGHT BULBS



NOTICE OF INTENTION TO VACATE

FROM: _____
Name of Tenant(s)

DATED: _____

Please be advised that on _____ I/We intend to move from our residence located at _____. We understand that our security deposit will be processed within 30 days of completion of our move-out inspection.

If this move is due to a job transfer, we understand the proof of transfer on appropriate letterhead must be provided before the documented move-out date.

Reason for leaving:

Forwarding Address: _____

Do you have plans to purchase or rent in your new location? **Please circle one**

In accordance with our Residential Rental Agreement, we agree to allow the Fine Property Management to show our dwelling to prospective tenant(s) with a confirmed appointment and at all reasonable times.

(I understand that by typing my full name I am electronically signing this document.)

Tenant: _____ Date: _____

Tenant: _____ Date: _____

Property Manager: _____ Date: _____