

### Move-Out Guidelines

The following is a list of guidelines for tenants to follow when moving out of one of ForeShore's properties. Following the punch list will help reduce deductions from your security deposit. If your Property Manager must schedule repairs or services after the lease termination, there will be a \$65 (sixty-five dollars) per hour surcharge for all services and expenses.

**\*\*\*\*A professional cleaning service and proof of service is required. We recommend contacting one that already works with ForeShore; they are familiar with our move-out cleaning requirements and procedures (see below). \*\*\*\***

**\*Recommended ForeShore Cleaning Vendors:**

T&C Cleaning - (843) 575-1743

Enviro-Klean (carpet cleaning) - (843) 352-3545

The above are the companies ForeShore uses on a regular basis. However, if you hire any of the above vendors from ForeShore's referral list it is not a guarantee of their job performance. It is your responsibility to inspect their work and call them to address issues. Once you turn in your keys, if the job has not been completed or if something was missed, ForeShore will hire a contractor to address the issues and the charge will be deducted from the security deposit.

- Kitchen cabinets & drawers wiped clean with wet wipes or a bleach solution. (No crumbs/debris in the drawers or cabinets.)
- Refrigerator pulled out and mopped behind and underneath.
- Inside all appliances wiped clean with wet wipes or bleach solution. (No crumbs or stains inside appliances.)
- Topside of refrigerator wiped clean.
- Dishwasher top of door and filter trap cleaned.
- Ceiling fans cleaned and free of all dust.
- Inside the oven and microwave cleaned and no food particles visible. If the oven is self-cleaning, please remove inside racks and run the self-cleaning cycle. If not self-cleaning, please use a quality oven cleaner and wipe down.
- Kitchen and bathroom floors mopped.
- Bathroom cabinets & drawers wiped with wet wipes or bleach solution. (No debris in the drawers or cabinets.)
- Tubs, counters, and sinks cleaned with appropriate cleaners.
- Blinds dusted and/or wiped down (both horizontal and vertical blinds) and windowsills wiped clean.
- New HVAC filter(s) installed.
- Lint filter cleaned in dryer and any spilled detergent wiped clean.
- Mirrors cleaned with Windex or a comparable cleaner.
- All surfaces not mentioned above, wiped clean.
- HVAC return cleaned and dusted.
- Carpets professionally cleaned and receipt provided. (If receipt is not provided, ForeShore will have carpets cleaned.)
- Baseboards, walls, and door frames wiped clean and made free of dust and black marks.
- Garage and/or storage closet blown and/or swept clean of any debris.
- All boxes, furniture, belongings and trash removed from the property. Dump runs requiring a trailer are billed at \$125 per load and without a trailer are \$65 per load.
- Patio doors tracks and window surfaces cleaned.
- Remove all trash and debris from service yard, if applicable.
- All light bulbs should be working.
- Grass cut, edged and yard blown. Shrubbery and plants neatly trimmed. Debris removed, if applicable.
- Fireplace cleaned to remove all ashes, if applicable.
- Walls repaired to eliminate scuffs, stains, and holes larger than a finishing nail. If you attempt to repair the walls, it must be done correctly with the paint matching and no flash marks. If not, ForeShore's maintenance team will make the necessary repairs, and the charge will be deducted from security deposit accordingly. Ideally, ForeShore's maintenance team will make all wall repairs and complete paint maintenance for best results.

**\*\*\*\*\*All keys, fobs, swipe cards, remotes, decals, and passes are to be returned to the Property Manager or his agent on the last day of the lease. If all these items are not received by the last day of the lease, you will be charged according to the rates/fees provided in the Addendum to Residential Rental Agreement.**

**Tenant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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