

## Move Out Guidelines

The following is a list of guidelines for tenants to follow when moving out of one of ForeShore's properties. By following the punch list, it will help reduce deductions from your security deposit. If your property manager has to schedule repairs or services after the lease termination, there will be a \$45 (forty five dollars) per hour surcharge for all services and expenses.

**\*\*\*\*A professional cleaning service and proof of service is required. Ideally, a cleaning service that already works with ForeShore and is already familiar with our move out cleaning requirements. \*\*\*\***

- Kitchen cabinets and drawers wiped clean with wet wipes or a bleach solution (no crumbs or debris should be in the drawers or cabinets.)
- Refrigerator pulled out and mopped behind and underneath
- Inside all appliances should be wiped out with wet wipes or bleach solution so there are no crumbs or stains inside
- Top of fridge should be wiped down
- Dishwasher, clean the filter trap and top of door
- Ceiling fans should be dusted and free of all dust
- Inside the oven and microwave should be cleaned. There should be 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 and drawers should be wiped with wet wipes or bleach solution. No debris should be in the drawers or cabinets.
- Tubs, counters and sinks cleaned with appropriate cleaners
- Blinds should be dusted and/or wiped down (both Horizontal and Vertical Blinds) and window sills wiped clean
- New Filter for HVAC
- Laundry area - lint filter cleaned in dryer and any spilled detergent wiped up.
- Mirrors cleaned with windex or a similar cleaner
- All surfaces not mentioned above, wiped down
- HVAC return cleaned and dusted
- Floors (carpets) should be professionally cleaned and receipt provided. If receipt is not provided, ForeShore will have it cleaned.
- Baseboards, walls and door frames wiped of dust and black marks.
- Garage or storage closet blown and/or swept out 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, clean tracks and window surfaces
- Service yard, remove all trash & debris. (if applicable)
- All light bulbs should be working.
- Grass cut, edged and yard blown off (if landscaping is not included)
- Fireplace, clean and remove all ashes. (if applicable)
- Walls, please DO NOT remove nails, screws, anchors, hooks, etc. Check with property manager about flat screen TV mounts, before repairing. Please do not try and touch up walls; if it comes out worse, it will have to be done again.

Tenant [            ]    Tenant [            ]    Landlord [            ]

All keys, FOBS, Swipe cards, remotes are to be returned to the Property Manager or his agent on the last day of the lease. If all keys, cards, Fobs and remotes are not received by the last day of the lease, you will be charged a daily fee of \$15 until received.

**ForeShore Cleaning Vendors familiar with our requirements and procedures.**

JAS Cleaning (house cleaning)

Low Country Cleaning Professionals (house cleaning)

Blondie with a Broom (house cleaning)

KC Cleaners- carpet cleaning

OxyMagic- carpet cleaning