

# CRP Move-Out Procedures



## PROVIDE NOTICE:

If not extending the lease, please complete the “Notice to Vacate” form in the “Residents” section of our website at least 30 days (one full calendar month) prior to the lease end date.

## GETTING THE PROPERTY READY:

- The inside of the property is to be returned in professionally cleaned, move-in ready condition (see Cleaning Checklist). Schedule professional cleanings **well in advance** for a day/time when the property will be completely vacant.
  - We highly recommend Newco Cleaning Company (843-822-1855) and Lowcountry Cleaning Service (843-270-1251). They are very familiar with the standards of the cleaning checklist which will help to minimize any potential security deposit deductions related to cleanliness.
- All carpet in the property is to be professionally cleaned to the highest standard. When the property is returned, a receipt must be provided as proof that the professional carpet cleaning has been performed.
  - We highly recommend Citrus Fresh Carpet Cleaning (843) 566-4018 and/or Carolina Steamway (843-312-2434). Their prices are very competitive and the quality of their cleaning exceeds most other companies.
- Be sure to change all air filters and smoke detector batteries, and make sure all light bulbs are working
- Please *do not* attempt to correct any painting issues with spackle and/or touch-up paint. Any walls with damage from anchors, screws, excessive nail-holes or deep scratches will need to be professionally painted corner to corner.
- If applicable, please make sure that the lawn is mowed, edged and the shrubs are trimmed just before the lease end date.

## UTILITIES/MAIL:

- Please **DO NOT** schedule deactivation of utilities before midnight on the last day of your lease term but please make sure that they are set up to be out of your name on the next business day following the end of your lease term. In most cases, the new occupants or the homeowner will be transferring them into their names without interruption at the end of your lease and they will fall out of your name automatically at that time. Please be sure to provide the utility companies with your forwarding address for receipt of your last bill.
- Forward any mail to your new address. You may go online here to do so: <https://moversguide.usps.com>

## ITEMS TO RETURN:

- Confirm with our office the specific day/time you are officially vacating the property and providing us with all keys, garage openers, access fobs/cards, etc. Garage door openers must be returned in working condition.
- Make sure any/all items that came with the property remain in their original place in the property.

## KEEP US INFORMED:

- Please be aware that if the property is not turned over in professionally cleaned and in move-in ready condition by the end of the lease end date, any associated costs that we incur for additional cleaning will result in deductions from the security deposit.
- Be sure to provide your forwarding address so that we can mail you your security deposit refund. Security deposits are refunded once a month in a batch during the last week of each month for leases that ended the previous month and will be mailed out within 30 days of the lease end date.