



## Move-Out Instructions

Your lease end date is fast approaching. The following procedure is required and failure to address these items will result in charges against your Security Deposit:

1. The power and water **MUST** remain on and in service for seven (7) business days from the end date of your lease.
2. All occupants **MUST** vacate the premises on or before 10:00 a.m. on the lease end date with **NO EXCEPTIONS!** To avoid excessive charges against your Security Deposit, the unit should be cleaned, all damages repaired (repairs **MUST** meet the APM quality of standards), forwarding address provided on the Move-out Information sheet, and all keys turned in to APM Clemson office on or before this deadline. Anything that remains undone, after the keys and Information sheet have been turned in to APM, will be deducted from the Security Deposit.
3. We recommend hiring professionals to help with readying your unit for move-out, but it is not required. Receipts for cleaning, carpet cleaning, and repairs must be attached to the Move-out Information sheet to be properly credited to your tenant register before the Security Deposit is reconciled.
4. The Vendor list below has been approved by APM. Tenants are responsible for scheduling and paying for services rendered. Payment is due from the tenant to the Vendor at the time services are provided. Using an APM-approved Vendor does **NOT** guarantee that charges will not be made against your Security Deposit. Notify APM in writing if services have been provided by a professional at [maintenance@apmclemsion.com](mailto:maintenance@apmclemsion.com).

### Approved APM Vendors

For	Vendor/Contact	Phone	Email
Busted doors, windows, trim sheetrock repairs, painting	<b>Heritage Home Services</b> Duane Marcengill	864-710-4758	<a href="mailto:heritagehomeservices@yahoo.com">heritagehomeservices@yahoo.com</a>
Cleaning	<b>Cilla Clean</b> Brucilla Spearman	864-884-0175	<a href="mailto:cillaclean@yahoo.com">cillaclean@yahoo.com</a>
Cleaning	<b>Lyle's Cleaning Service</b> Annette Lyle	864-247-8243	<a href="mailto:Annettelyle23@gmail.com">Annettelyle23@gmail.com</a>
Carpet cleaning	<b>OxiFresh</b> Tod Schmidt	864-224-7996	<a href="mailto:todrschmidt@gmail.com">todrschmidt@gmail.com</a>

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The following are examples of items that past resident(s) have been charged for upon Move-Out:

1. Cleaning – There is a basic cleaning charge that covers cleaning sinks, sweeping/mopping, dusting...essentially light housekeeping. To prevent additional charges, pay close attention to the stove, refrigerator/freezer, tubs, sinks, toilets, microwave, vent hood, air filter register, ceiling fans, etc.
2. Leaving your unwanted items, and/or trash behind.
3. Dirty and/or broken light fixtures and ceiling fans.
4. Windows – Dirty, broken or missing blinds, broken or missing screens, etc.
5. Plumbing – Stopped up toilets, sink drains, garbage disposal, etc.
6. Walls – Holes, excessive dirt, head stains, scrapes, etc.
7. Light Bulbs (Including fluorescent bulbs).
8. Smoke Detectors – Batteries, replacing the device and/or rehang it.
9. Damaged Carpet – Stains, holes, etc.
10. Carpet – Not having it professionally cleaned and providing the office with a receipt by the lease end date. Receipts provided past the lease end date will NOT be accepted.
11. Keys – Not returning keys to the office by the lease end date.
12. Stop Check Payments- Failure to provide the Landlord (APM Clemson) with a forwarding address, in writing, by the lease end date results in stop check fees. The SC Real Estate Law states that Landlord (APM Clemson) MUST mail security deposits and/or security deposit settlements to the “last known address”. If you fail to provide a forwarding address in writing by the lease end date, your security deposit and/or settlement will be mailed to the “last known address” we have on file.
13. Busted Doors and Door Jambs.
14. Pet Fines – Pet fines are charged when evidence is found that tenant(s) have been housing an unauthorized pet.
15. Pet Damages – Any and All damages caused by pet(s).
16. Reconnection Fees – If utilities are disconnected prior to one (1) week post lease end date
17. Miscellaneous/Other Charges
  - a. All damages during the lease term.
  - b. Excessive cigarette butts, trash, etc. inside and/or out of the unit.

**NOTICE:** We are providing this list to our tenants to serve ONLY as a guide in preparing for “moving day.” If you are unsure about something listed or there is something not mentioned, please email [maintenance@apmclemson.com](mailto:maintenance@apmclemson.com) as soon as possible.

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We want to return your whole Security Deposit. The following items however, will need to be completed before you check out. It will be less expensive for you if you do the following yourself:

1. Remove all trash and personal items from the interior and exterior.
2. **NO** items are to be stored or left for new tenants\*.
3. Mop all tile and vinyl flooring making sure to remove all stains and marks.
4. Vacuum carpet and have it **professionally** cleaned. If your unit is furnished, all upholstery must be cleaned as well. ***A paid receipt from the professional service that cleaned the carpet should be attached to the Move-out Information sheet*** or the charge will be deducted from your security deposit and **MUST** be turned in by the lease end date, **NO EXCEPTIONS**. If carpet must be re-cleaned due to deep-rooted stains and/or poor quality of cleaning, tenant(s) will be responsible for additional carpet cleaning service and/or replacement carpet(s). Replacement cost charge will be based on percentage of depreciation versus life expectancy of the carpet.
5. Clean all baseboards, molding, and paneling. Wash walls paying special attention to areas around light switches, hallways, and doorways.
6. Clean all windows and secure screens.
7. Clean and disinfect all bathrooms thoroughly including mirrors.
8. Clean all appliances inside and out. Including, but not limited to the stove/oven, refrigerator, dishwasher and microwave (if applicable). Replace stove drip pans if they cannot be cleaned.
9. Clean and wipe down all kitchen and bathroom cabinets.
10. Replace anything that has been broken during your residency. For example, light fixtures, outlet covers, blinds, etc.
11. If you have modified the unit by painting walls, you are responsible for restoring it to the original color. Otherwise, we will have it painted and deduct the cost from your Security Deposit. Also, any holes in walls need to be patched.
12. Any doors or door frames that are damaged must be reported to APM for repair/replacement or this will be done and charged to you upon move out.
13. Windows/glass broken must be repaired also.
14. Replace HVAC filter, all light bulbs and smoke detector batteries before vacating the premises to avoid being charged a \$60.00 per hour labor fee plus materials.
15. Turn in ALL keys to our office (front door, bedroom, mailbox, gate readers, garage door openers, etc.) along with the completed Move-out Information sheet by the lease end deadline. Be sure to note a forwarding address to ensure that your security deposit is mailed to the correct address. Your security deposit will be mailed to you within 30 days of the lease end date.

Power and water should remain in service for seven (7) days after the lease end date; otherwise, you will be charged an additional reconnect fee so that we may be able to prepare the unit for the next tenant in a timely manner. When your keys have been returned to APM Clemson, it is assumed that the unit is vacant. You **MUST** vacate the property by your lease end date.

*\*APM Clemson is not responsible for missing or damaged personal items left behind in the unit after the lease end date.*

## Move-Out Information



Date \_\_\_\_\_ Tenant Name (please print) \_\_\_\_\_

Moving from \_\_\_\_\_  
Street City State Zip Code

Forwarding Address \_\_\_\_\_  
Street City State Zip Code

Is the Power Still ON?  YES  NO Shut Off Date: \_\_\_\_\_

Is the Water Still ON?  YES  NO Shut Off Date: \_\_\_\_\_

Has carpet been professionally cleaned\*:  YES  NO Receipt attached?  YES  NO

***\*Receipt MUST be attached to this form and returned to APM Clemson along with ALL keys no later than 10:00 a.m. on your lease end date. Otherwise, the carpet will be cleaned and deducted from your security deposit, NO EXCEPTIONS. If unit carpet(s) must be replaced due to deep rooted stains and/or damage, tenant(s) will be responsible for the replacement cost which will be a calculated percentage of depreciation versus life expectancy of the carpet.***

### Surrender of Possession

I hereby surrender possession of the above-mentioned property to APM Clemson effective today and deliver all keys and required documents to the office. I understand and agree that physical surrender of the Premises/Unit does not release me from remaining installment payment(s) or other financial obligations incurred in conjunction with my Lease Agreement. Landlord shall take any action necessary to restore the Premises/Unit if I have not done so pursuant to the terms of my Lease Agreement. Landlord shall remove any remaining belongings at my expense. I understand that my Security Deposit Settlement will be mailed, postmarked within thirty (30) days of the lease end date, to the forwarding address I provided above. I understand that, per the SC Real Estate law, my Security Deposit Settlement **WILL BE** mailed to the last address on file if I fail to provide my forwarding address in writing.

Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_

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### FOR OFFICE USE ONLY:

Date keys received in office: \_\_\_\_\_ Received by: \_\_\_\_\_

Front door key(s)

Bedroom door key(s)

Mail Key(s)