

Move-Out Checklist

- ❑ **Schedule move-out inspection with Southeastern Management Group at (843) 577-8595.**

All move-out inspections must be performed by _____. This inspection may be scheduled at the tenant's convenience. Appointments are made on a first come, first serve basis. Please keep in mind the apartment must be clean and empty of all personal property and the **utilities must be left on at the time of this inspection.** Please do not turn off the main breaker.

If a tenant fails to schedule a move-out inspection, this constitutes the Tenant's agreement to accept the Landlord's inspection report as conclusive and final.

- ❑ **Thoroughly clean the entire apartment and remove all personal property prior to the time of your move-out inspection. Please see the attached cleaning guidelines.**

Our office strongly suggests the use of a professional cleaning service during move-out to make the process easier. **In order to ensure the return of your full security deposit, please make sure all units are cleaned and the carpets have been professionally cleaned.**

- ** **Please note that all garbage must be placed INSIDE the dumpster for your property or properly hauled away. According to the City of Charleston Sanitation Guidelines, garbage or bulk items may NOT be placed on the street without first scheduling a special pick up with the Department of Environmental Services. Any tenants found to be in violation will be fined accordingly.**
- ❑ **Turn in a professional carpet cleaning receipt, if applicable.**
- ❑ **Provide Southeastern Management Group, Inc. with a forwarding address and phone number.**
- ❑ **Turn in all apartment keys in your possession, including mailbox keys, and parking tags.**