

- ◆ Fill out Notice of Intent to Vacate Form or fill out move out in your tenant portal. PER SOUTH CAROLINA LAW **SECTION 27-40-240** YOU MUST GIVE NOTICE TO US IN WRITING AND IT MUST BE DELIVERED TO THE ADDRESS WE HOLD AS OUR PLACE OF RECEIVING NOTICE. THIS ADDRESS IS 905 North Main Street, Suite 200, Summerville SC 29483. AN EMAIL WILL NOT SUFFICE. This will affect the date in which your security deposit will be returned.
- ◆ Update your address and phone numbers with Real Property Management. This helps expedite receiving Security Deposit monies.
- ◆ Let Real Property Management know of your vacating date.
- ◆ Have the property in showable condition for Real Property Management to show the property to applicants that wish to lease the property.
- ◆ Ensure utilities remain on for Real Property Management to conduct their inspection of the property the business day following your move out (i.e. You move out on Monday we will inspect it on Tuesday. If you move out on Friday we will inspect the property on Monday). If utilities are not on when we go to inspect the property there will a \$50 re-inspection fee. If you wish to have us inspect the property prior to your vacate date then please request so and know that it must be in full move-in ready condition (i.e. you cannot still be sleeping there, there must not be any debris that “will be moved later”, there must not be anything left to do). Everything must be as described on the Move Out Cleaning Guide. If it is not then there will be a \$50 re-inspection fee.
- ◆ Forward your mail as of vacated day.
- ◆ Clean the property, inside and out, according to the Resident Move Out Cleaning Guide found on [www.charlestonrpm.com](http://www.charlestonrpm.com) under the tenant move-out link.
- ◆ Schedule Professional carpet cleaning for after you have cleaned the property but before our inspection of the property.
- ◆ Ensure any balances due to Real Property Management have been paid.
- ◆ Return all keys and remotes to Real Property Management office, along with professional carpet cleaning receipt by 11am of vacating day.
- ◆ Leave exterior yard clean and maintained as per your rental agreement AND in accordance with local and HOA rules, regulations, and guidelines.