

Tenant Move-In / Move-Out Procedures & Move-Out Checklist

Property Address: _____ **Tenant Name:** _____

Move-In Date: _____ **Move-In Inspection Date:** _____ **Move-Out Date:** _____ **Move-Out Inspection Date:** _____

The following checklist is to document the condition of the above property at the time of your move-in and at the time you move out. It will be used to assess needed repairs upon occupancy, and it will also be used to assess as any necessary deductions in your security deposit due to the property's condition. Your lease/rental agreement requires that you leave your unit in a clean and undamaged condition. We have every intention of returning your security deposit as long as you have fulfilled your agreement with us as specified in your lease and below.

IMPORTANT:

Please schedule your move-out inspection during the final week of your tenancy. Utilities **must** be on at the time of move-out inspection and remain on at least **5-business days** after your move-out to allow for any repair work or cleaning to be completed. If Upon the completion of your move-out no interior work has to be completed, utilities may be turned off within 24hrs after the final move-out inspection. If you turn utilities off prior to the required stated time above and PadHab has to re-connect for cleaning or repair work, you will be charged a re-connect fee of **\$150** automatically.

Typically, we either have tenants scheduled to move in right away, or we have work scheduled for the property. It is imperative, therefore, that you stay with your scheduled move-out date.

The following guidelines are provided as assistance so we may return the full amount of your security deposit without any misunderstandings. Checklist move-out/cleaning items are lessee responsibilities, except those noted in the move-in section. If you have any questions or need clarification on any category, please let us know. If items listed below are not a part of your property, please disregard.

After you have vacated the rental it will be inspected (MAKE SURE TO BE AT THE SCHEDULED APPOINTMENT) and photographed for compliance with your lease/rental agreement, and the expense of cleaning or repairing damage, if any, will be charged against your security deposit.

When you have decided to move out,

1. Submit your 30-day notice to vacate, and schedule your final move-out inspection.
2. According to the terms of your lease, PadHab Properties has 30-days to return your security deposit. Security deposits will be mailed to the forwarding address left with the office within 30-days after the move-out inspection.
3. Remember to **CLEAN** your rental property inside/outside to avoid any charges against your deposit. Refer to the Move-In / Move-Out Checklist for further information.
4. If you are hiring a professional cleaner, please provide this list for guidance.
5. Any changes made to the home by you during occupancy must be restored to original condition unless otherwise agreed to in writing. This includes (but not limited to) temporary fences, wallpapers, removal or placement of doors, handicap fixtures, etc. If you have removed any window treatments, they must be put back in place for inspection

Move-In / Move-Out Checklist

Item	Move-In Notes (completed by Tenant)	Move-Out Notes (completed by PadHab)	Move-In Repairs Acknowledged by Both Parties	Move-Out Repairs Addressed by PadHab	Move-Out Repairs Acknowledged by Both Parties	Move-Out Repairs Acknowledged by Tenant
Front / Back Yards; Shrubbery, Leaves, Beds (including trash, firewood, yard debris)						
	Tenant Move-Out Cleaning Requirements: All trash, yard debris, and unwanted personal items must be removed from the property. If trash collection is not on your scheduled move-out day, please make arrangements ahead of time to remove the bulk of it prior to that date. A minimal amount of trash may be kept at the curb or pick up point. Please take care to discard chemicals, paints, and appliances appropriately. If you are leaving cut firewood, please make sure it is not stacked against the house. All flower/plant beds must be cleaned and free of weeds, leaves, and yard debris. If it was mulched when you moved in, please make sure fresh mulch is there when you move-out. Yards must be free from pet waste and debris, and they must be cut/trimmed and edged. All shrubs must be neatly trimmed.					
Patios/Porches; Walkways; Driveways; Sheds/Garages; Utility Rooms; Attics						
	Tenant Move-Out Cleaning Requirements: Unfinished basements, laundry rooms, and utility rooms must be free of dust, dirt, cobwebs, and debris. All walkways, driveways, steps, decks and patios must be swept and free of weeds. If you have a garage, please make sure it is swept clean. If you have a tool/garden shed please sweep it out. Clean up any chemical spills, and make sure chemicals and paints are properly discarded. Garage and/or attics should be free from all trash, cleaned and swept out.					
Walls; Trim; Switchplates; Ceilings; Fireplaces						
	Tenant Move-Out Cleaning Requirements: Please remove all nails from walls but DO NOT PATCH, SPACKLE, OR SPOT PAINT NAIL HOLES or touch-up paint without approval. We will take care of this, provided the damage is within the bounds of normal wear and tear. All walls, ceilings, and closet interiors must be free of smudges, grease, and food stains. All woodwork, moldings, trim, doors, vent covers, and baseboards must be free of dirt, dust, and stains. All switchplates must be wiped down. Fireplaces must be cleaned and vacuumed out. If pets have damaged doors, door casings, or any trim, you will need to coordinate repairs with us at your expense.					
Doors; Door Knobs; Door Glass; Thresholds						
	Tenant Move-Out Cleaning Requirements: Wipe down all doors, door knobs, and thresholds including sliding glass and their tracks. If doors are damaged (holes, pet damage, etc.), please coordinate repairs with us at your own expense.					
Windows; Window Sills; Blinds						
	Tenant Move-Out Cleaning Requirements: All interior windows and sills must be clean. This includes the area between the windows and storms/screens. If during your occupancy, any windows were broken, or cracked, screens torn, ripped, or have holes, this must be repaired in accordance with your lease. All provided window treatments must be in tact, clean, and without stains. Blinds must not be damaged and must be in good working order. If you removed any window treatments, you must put them back in place unless otherwise agreed to in writing.					

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Carpeting, Vinyl, and/or Hardwood Flooring						
	Tenant Move-Out Cleaning Requirements:					
	Tenants are required to have the carpets PROFESSIONALLY CLEANED at the time of move-out. This must be completed after you have completely removed all your belongings and vacated the property. A Receipt from a professional carpet cleaning company must be provided to us when you turn in your keys, otherwise we will deduct the price of cleaning and coordination from your security deposit. Be sure to address any pet or other stains. All non-carpeted floor should be free of stains, scratches (beyond normal wear and tear), dust, and debris and should be swept and mopped.					
Light Fixtures; Light Bulbs; Smoke Detectors; Bathroom Exhaust Fans						
	Tenant Move-Out Cleaning Requirements:					
	All light bulbs must be in working order, the proper type of bulb in the socket, and light fixtures, globes, and ceiling fan blades must be cleaned. Replace all burned out light bulbs using 60 watt light bulbs, unless the fixture states otherwise. All smoke detectors must be in working order, and will be tested. All exhaust fans/vent covers should be in working order and free of dust and grease.					
Cabinets; Vanities; Shelving; Countertops						
	Tenant Move-Out Cleaning Requirements:					
	Kitchen cabinets, shelves, drawers, and counter tops must be free of crumbs and grease and washed inside and outside. All medicine chests, vanities, and bathroom drawers must be cleaned inside and outside. Wipe down all counter tops.					
Refrigerator; Freezer; Dishwasher						
	Tenant Move-Out Cleaning Requirements:					
	Refrigerators/Freezers must be washed/cleaned inside and outside. Refrigerator must be left plugged in and running. Vacuum coils and grill. Please take care not to damage the flooring when moving appliances. Dishwashers must be cleaned inside and out.					
Stove; Oven; Microwave; Exhaust						
	Tenant Move-Out Cleaning Requirements:					
	Stoves, ovens, cooktops, and microwaves must be cleaned inside and outside. Make sure to clean drip pans, oven racks, oven drawers, and the broiler pan. Clean range hood, filter and vent.					
Sinks; Bathtubs/showers; Faucets; Toilets						
	Tenant Move-Out Cleaning Requirements:					
	All sinks, tubs, shower surrounds/tiles, toilets, and faucets must be cleaned, disinfected, and free of soap scum, mildew, and cleanser residues.					
Heaters; Air Conditioners; Hot Water Heater						
	Tenant Move-Out Cleaning Requirements:					
	Air Filters must be changed or, if washable, then cleaned. Wipe clean return air grills and vents.					
Personal Belongings						
	Tenant Move-Out Cleaning Requirements:					
	Remove, or put on the side of the street for pick-up, all trash and personal belongings and ensure all trash receptacles are in their correct place.					

Other Comments:

I/we have read and understand the Tenant Move-Out Procedures/Checklist:

Owner/Agent Move-In Inspection	Date
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Tenant	Date
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Tenant	Date
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Tenant	Date
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Owner/Agent Move-Out Inspection	Date
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Tenant	Date
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Tenant	Date
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Tenant	Date
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FAQs

IS THERE AN APPLICATION FEE?

No, there is no application fee.

DO YOU PERFORM CREDIT CHECKS?

We do not routinely perform credit checks, but we do reserve the right to, at which time we will request a fee to cover this cost.

DO I NEED RENTER'S INSURANCE?

Although rental insurance is not required, it is **HIGHLY** recommended you obtain a policy. These tend to be very affordable and are usually less than \$25/month.

HOW MUCH MONEY DO I NEED TO MOVE IN?

We require first month's rent plus a security deposit equal to one month's rent.

WHAT IS YOUR PET POLICY?

We allow pets, but we do require a non-refundable pet deposit of \$75 to \$250 per cat or dog, assessed annually, and dependent on the size of your pet. You will be asked on the application to note the type, breed, and weight of all pets. Please note, not all of our homes have fully fenced yards, so if this is important to you, please review the listing information carefully.

HOW DO I PAY RENT?

Personal checks, cashier's checks, or money orders made out to Paul Haynes can be mailed to PadHab Properties, PO Box 30368, Columbia, SC 29230.

ARE UTILITIES INCLUDED IN RENT?

No, tenants are responsible for all water/sewer and gas/electric bills.

WHO ARE THE UTILITY COMPANIES?

Water and sewer services are provided by the City of Columbia. To set up this account, visit their water customer service page. Gas and electric services are provided by SCE&G. To set up this account, visit their new accounts page.

HOW MUCH WILL MY WATER AND ELECTRIC BILLS BE?

Water and electric bills will vary by residence. For water/sewer, you can call the City of Columbia at 803-545-3000 to query historic rates, or use their online estimating tool. For gas/electric, call SCE&G at 800-251-7234. They will be able to provide you with an average of the last year's bill.

WHAT ABOUT TRASH PICK UP?

Our homes are within the City of Columbia, so trash and recycling pickup are provided. To find the pickup date for your location, use their pickup tool.

DOES RENT INCLUDE LAWN CARE?

Yes, for some months. We will provide a maintenance cut every 3 weeks during the summer months. You are responsible for any intermittent cuts during the warm season, as well as all care during the cooler months. If your property does not include lawn care, this will be noted in your lease.

DO YOU ACCEPT SECTION 8 VOUCHERS?

No, at this time we do not accept Section 8 vouchers.

HOW DO I REQUEST A REPAIR?

Call or send an email by visiting our CONTACT page at www.padhab.com.

WHO IS RESPONSIBLE FOR PEST CONTROL?

We perform annual termite inspections and treatment, but it is the tenant's responsibility to maintain a pest-free home during occupancy. To prevent pests from entering your home, we recommend you maintain clean and tidy rooms, and you are welcome to schedule at your own cost regular pest control.

WHO IS RESPONSIBLE FOR CHANGING HVAC FILTERS?

Per the terms of the lease agreement, tenants are responsible for changing HVAC filters. This is very important, as the functionality of your HVAC unit depends on a clean filter.

I HAVE TO MOVE OUT OF ONE OF YOUR HOMES. WHAT DO I NEED TO DO?

Provided your lease has expired, we require a 30-day notice that you are moving out. You are required to leave the house in the condition you found it, minus standard wear and tear. Please complete the MOVE OUT CHECK LIST.

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For PadHab Internal Use Prior to Move-In

<input type="checkbox"/>	Yard Work Complete	<input type="checkbox"/>	Air Filters Changed, Extra Provided
<input type="checkbox"/>	House Repairs Complete	<input type="checkbox"/>	Furniture Pads Provided
<input type="checkbox"/>	Paint Touch-Up Complete	<input type="checkbox"/>	Stove Top Drip Pans Replaced
<input type="checkbox"/>	House Cleaning Complete		