

Check Out Letter

The following is expected in the process of moving out:

1. If you are subleasing, please make sure I have the names of the new tenants and a copy of the sublease.
2. Please make sure that the rent is received by the **FIRST** of the month to avoid any late charges.
3. Replace all bad light bulbs.
4. Replace all bad batteries in the smoke detectors / carbon monoxide detectors.
5. Clean the oven, oven racks, stove, stove pans, refrigerator, freezer, sinks, counter tops, and cabinets.
6. Clean the tub, shower, toilet, sinks, washer and dryer.
7. Vacuum, sweep and mop **ALL** floors.
8. Wipe down all walls and fill in all nail holes.
9. Clean out closets.
10. Clean all windows.
11. Replace any broken window blinds.
12. Remove **ALL** debris and **ALL** of your belongings.
13. Make sure **ALL** bills are paid in full to the **LAST** day of your lease.
14. Leave **ALL** keys and your forwarding address on the kitchen cabinet.
15. The security deposit **CANNOT** be used for the last months rent.
16. I will deduct any charges from the security deposit. Your deposit will be returned within 45 days from the end of your lease, if I have a forwarding address.
17. Please leave a list of anything that is in need of repair.

Thank you,

Mike Bristow
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