

**The Dick Luke Company**  
327-A Folly Rd  
Charleston, South Carolina 29407  
Phone: 843-406-9191  
Fax: 843-406-9192

Re: Move-out Reminders

Dear Tenant:

Thank you for giving us advanced notice that you are moving. Now that you are moving out, your lease/rental agreement requires that you leave your unit in a clean and undamaged condition. We have every intention of returning your security as long as you have fulfilled your agreement with us as specified in your lease below.

Specifically, you should:

- **Cooperate with the showing of the residence for sale or re-rental, keeping it in presentable condition.**
- **Begin to put out all unwanted items for trash or special pick-up. (Avoid piles of debris in front of your home on moving day.)**
- **Remove all food, debris, and other personal belongings.**
- **Clean (and defrost if necessary) refrigerator. Leave open and turn off upon vacating the premises so that it will not mold.**
- **Turn off breaker.**
- **Clean stovetop, oven and any other appliances.**
- **Replaced any burned out light bulbs as well as air filters.**
- **Clean all floors and/or carpeting. Carpeted areas must be professionally cleaned and a receipt presented with the keys in order to avoid being charged for its cleaning.**
- **Dust and clean blinds and ceiling fan blades.**
- **Be sure grounds and lawn are trim and clean, free of weeds, leaves, cigarette butts, etc.**
- **Report any and all damage in writing.**
- **Upon leaving, please be sure to fully secure the rental by locking all windows and doors. The designated place to leave all keys to your unit is at our office. Rent will continue to accrue until keys have been returned.**

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. You will be notified of any charged. Good luck in your new home.

We have enjoyed being your property manager, and assisting you during your tenancy.

Sincerely,  
The Dick Luke Company