

Dick Luke Company
327-A Folly Road
Charleston, SC 29412

(843) 406-9191 Office
(843) 406-9192 Fax

1. Clean cabinet surfaces and wipe down the inside of all cabinets, shelves and closet shelves with damp sponge/cloth. **Up to \$260 if steps 1-7 not completed**
2. Move the refrigerator, range, washer/dryer away from walls. Clean the interior and exterior of all appliances including the stove top. If the burner pans are rusted out or not cleanable, replace them.
3. Scrub the shower/bath walls, tub, commode and floor with gentle cleanser/degreaser with a brush. Surfaces are to be free of soap buildup.
4. Wipe down all baseboards, windowsills, and door ledges to be free of lint and dust.
5. Mop and clean all floors that have vinyl, tile or wood surfaces.
6. Sweep the porch and steps to the sidewalk.
7. Carpeting must be professionally cleaned (not the grocery store steamers). Receipt from professional cleaner must be provided. **\$150 and up if not completed****
8. Change the air conditioning filter. Clean the grill that covers the filter. Replace all burned out light bulbs. We provide free air conditioning filters monthly for pick up in office. **\$100.00 if not completed**
10. Units with animals must have the house and yard treated for fleas. Home foggers may not fully eradicate the fleas and eggs which will result in your being charged for a professional treatment to control the problem. Should the fleas cause an incoming tenant to forbear, you may be charged for housing the tenant until the unit is free of such pests. **\$85.00 if not completed**
11. Yard: Remove all debris including batteries, tires, paint cans, pesticides or other chemicals and hazardous waste which the sanitation collectors will not haul away. If you leave such, you will be charged for the removal of those items.
12. Cut the grass, remove leaves and all trash and trim the hedges to make the property presentable. **\$250.00 and up if steps 11-12 not completed****
13. Clean all windows inside and out. Clean exterior window glass that you are able to reach. Wash deck or porch floor so that it is generally clean. **\$250.00 if not completed****

- 14. **No smoking in unit.** **\$500.00 and up****
- 15. Keys must be returned on your move-out day to the Landlord's office by 5:00pm or your rent will continue to accumulate. **\$120.00 and up****
- 16. Your forwarding address is required in writing for return of any security deposit. See second page and complete info and return to Property Management Office. **\$30 to cancel and reissue checks lost in the mail**
- 17. Walls should be free of any nail holes, and major blemishes. **\$150 and up****
- 18. The property will be shown by appointment during the last 30 days of your occupancy and must be maintained in an orderly fashion.

****These fees vary. Amount will be determined by amount of work to be performed due to non-compliance to these requirements.**

If all the items above are completed on page 1, it will help you to receive your deposit back. If there are any items that have not been completed then the items will be professionally completed and billed against your security deposit.

I understand that failure to complete any of these tasks will result in deducting the costs from my deposit.

Signature

Date

PLEASE COMPLETE THE FOLLOWING AND RETURN ASAP

Print Name: _____

Moving out of: _____

Move out date and key return: _____

Forwarding Address: _____

Signature: _____