



## MOVE OUT INSTRUCTIONS

- All keys must be turned in to TOP NOTCH CLEMSON REALTY no later than 4 pm on your move out / lease end date. There is a drop box outside of the office, make sure all keys are placed in an envelope and labeled with your name, unit number, and the date before placing it in the drop box.
- Remove all trash and personal items from the interior and exterior, sweep or vacuum all flooring, we do not allow residents to leave belongings behind for the next residents, clean all windows and make sure they are locked before leaving, wipe down the inside and outside of all appliances, clean all bathrooms, wipe down ceiling fans and blinds, if there are any large repairs needed, please make sure to report to the office before moving out.
- Refer to your lease for specific instructions on moving out and security deposit settlements. Fill out your move out form online at <https://forms.gle/P9bpg8qVVUmihzzg9>
- Before moving out please make sure you have set the utilities up to be disconnected if they are in your name and forward all mail through USPS. We do not forward mail to residents after they have moved out.

If you have any questions, please contact our office at [INFO@TOPNOTCHCLEMSON.COM](mailto:INFO@TOPNOTCHCLEMSON.COM) or 864-654-9552. You can also visit our office at 201 Frontage Road Suite 2 Clemson, SC 29631.

Move Out Date: \_\_\_\_\_

Resident Name: \_\_\_\_\_

**Property Rented from TOP NOTCH CLEMSON REALTY:**

\_\_\_\_\_

**Please provide your forwarding address below:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Residents Signature: \_\_\_\_\_ Date: \_\_\_\_\_