

«today»

«full_name»
«address_line1»
«address_line2»
«address_line3»
«city», «state» «zip»

Dear «full_name»:

We would like to schedule your apartment to be painted as you requested or as was noted during an inspection. We would like you to be aware that it is the resident's responsibility to remove all personal belongings from the walls, and your furniture must be moved away from the walls to allow access. If you are not able to have your furniture moved, an «mgmt_company» employee may be available to assist you. The workmen are as careful as possible, however, «mgmt_company» will not be responsible for any items that may be damaged.

In cases where there is heavy smoke or grease buildup, walls will need to be washed down with a household cleaner, such as Spic 'N Span. If the excessive buildup of nicotine caused by smoking material is great enough to require the painter to do additional covering of walls with a sealer/primer prior to repainting, an appropriate charge will be assessed to compensate for the extra work and materials, since the excessive buildup of nicotine on walls is considered to be tenant related damages per the community rule book.

We would like to point out that it is not uncommon for a small amount of dust to remain as a result of the preparation process of repainting your walls. Unless the amount of dust is excessive, the final clean up will be the responsibility of the resident.

If the apartment is not prepared before the painter arrives, it will be necessary to advise «mgmt_company» or you may be charged for the painter's lost time. We understand that, in some cases, extenuating circumstances may exist. If this is the case, please let us know, so that other arrangements can be made.

Please check one of the items below and return this letter to us in the provided envelope.

Thank you.

Please call me to schedule this work.

I do not wish to have my unit painted at this time.

Reason work cannot be done: _____

Resident Signature

Resident Phone No.

Date

Sincerely,

«mgmt_company»