

«today»

«full\_name»  
«address\_line1»  
«address\_line2»  
«address\_line3»  
«city», «state» «zip»

Dear «full\_name»:

We are in receipt of your notice to vacate. Enclosed are move-out instructions. As stated in these instructions, it is your responsibility to notify «mgmt\_company» when you are ready to do a move out inspection and to return your keys.

Please note that «mgmt\_company» will only do a move out inspection during regular business hours, Monday through Friday, 8:30 a.m. to 4:30 p.m. If you fail to do this, «mgmt\_company» will take over possession of the apartment when your 30-day notice has been fulfilled.

If you have any questions, please contact this office.

Thank you,

«rental\_agent»

## MOVE-OUT INSTRUCTIONS FOR RESIDENTS

Our office must be notified, in writing, 30 days prior to your intent to vacate your apartment. Failure to provide the 30-day notice will result in a charge of one month's rent. Once we receive your notice, your apartment will be pre-inspected by «mgmt\_company» so that an assessment can be made of the work that needs to be done. You will be given advance notice of this pre-inspection and you do not have to be there. **Once your apartment is empty and you are ready to turn in the keys, it is your responsibility to notify the resident maintenance person/rental agent to do the final inspection.** If we do not hear from you, your apartment will be inspected on the last day of your notice.

The following move-out instructions detail your responsibilities. If we have to do the following work, you will be charged. Charges will be assessed for all additional cleaning based on the time spent over and above the customary turnover cleaning time. These charges will also apply to the removal of excessive buildup of nicotine caused by smoking material, either by means of additional cleaning and/or any necessary additional priming or painting made necessary by the condition.

### KITCHEN

- A. Refrigerator, including shelves, crisper, under crisper, and area under footguard cleaned; Refrigerator should be pulled out to clean sides and area behind refrigerator
- B. Cupboards, sink, faucet fixtures, tile, and exhaust fan cleaned
- C. Stove, including burners, controls, burner rings, and drip-pans cleaned. Stove should be pulled out to clean sides and area behind stove. Oven cleaned, with no oven cleaner left in oven or dripped on floor
- D. Floor cleaned and closets cleaned

### LIVING ROOM, DINING ROOM, AND BEDROOM(S)

- A. Baseboards cleaned
- B. Finger marks and other marks cleaned off switches and walls
- C. Window sills cleaned, windows washed, and screens washed or cleaned
- D. Closets vacuumed and clothes hangers removed

### BATHROOM

- A. All fixtures, floor, and wall areas must be cleaned

### MISCELLANEOUS/PATIO/STORAGE AREA

- A. Burns in carpet/flooring/countertop
- B. Refuse carried away
- C. Patio swept and mopped or hosed (if applicable)
- D. Storage compartment cleaned (if applicable)
- E. Residents are responsible for the expense for removal of all furniture that is not wanted which is left behind at move-out or placed with the trash.
- F. Wall-mounted air conditioners, which are personally owned by the resident, do not include the metal sleeve which is attached to the building. This sleeve is part of the building and must remain after move-out. If you need to purchase a sleeve, contact the office for information.

A(n) «mgmt\_company» representative will then inspect the apartment with you and report its condition to our office. At that time, all necessary funds will be removed from the security deposit for repairs, replacement of items, etc. If the apartment is in proper condition, you will forfeit no part of the security deposit. If the charges incurred exceed the amount of your security deposit, you will be billed for the difference. Please return your keys to the resident manager. There is a fee charged for each missing key.

**It is your responsibility to notify this office of your forwarding address by the day you vacate.**