

Move-Out Letter

_____, 20____ (Date)

_____ (Tenant)

_____ (Address)

Dear _____,

We hope you have enjoyed living here. In order that we may mutually end our relationship on a positive note, this move-out letter describes how we expect your unit to be left and what our procedures are for returning your security deposit.

Basically, we expect you to leave your rental unit in the same condition it was when you moved in, except for normal wear and tear. To refresh your memory on the condition of the unit when you moved in, I've attached a copy of the Landlord/Tenant Checklist you signed at the beginning of your tenancy. I'll be using this same form to inspect your unit when you leave.

Specifically, here's a list of items you should thoroughly clean before vacating:

___ Floors

- ___ sweep wood floors
- ___ vacuum carpets and rugs (shampoo if necessary)
- ___ mop kitchen and bathroom floors

___ Walls, baseboards, ceilings and built-in shelves

___ Kitchen cabinets, countertops and sink, stove and oven--inside and out

___ Refrigerator -- clean inside and out, empty it of food, and turn it off, with the door left open

___ Bathtubs, showers, toilets and plumbing fixtures

___ Doors, windows and window coverings

___ Other

If you have any questions as to the type of cleaning we expect, please let me know.

Please don't leave anything behind--that includes bags of garbage, clothes, food, newspapers, furniture, appliances, dishes, plants, cleaning supplies or other items.

Please be sure you have disconnected phone and utility services, canceled all newspaper subscriptions and sent the post office a change of address form.

Once you have cleaned your unit and removed *all* your belongings, please call me at _____ to arrange for a walk-through inspection and to return all keys. Please be prepared to give me your forwarding address where we may mail your security deposit.

It's our policy to return all deposits either in person or at an address you provide within _____ after you move out. If any deductions are made -- for past due rent or because the unit is damaged or not sufficiently clean -- they will be explained in writing.

If you have any questions, please contact me at _____.

Sincerely,

Landlord/Manager