

MOVE-OUT LETTER

Dear Resident:

We are in receipt of your desire to vacate your apartment. The notice indicates you will vacate your residence no later than _____, 12:00 noon.

Please be advised that:

_____ Proper notice has been given. Thank you for your promptness.

_____ Your notice was received late. You are required to give two month's notice.

_____ You are breaking your lease. You are legally responsible for the rent for the remaining term of your lease unless you pay the break-lease fee two FULL month's prior to your departure.

_____ Your notice is improper. It must be in writing, and signed by all parties to the lease.

We assure you that we will do our best to re-rent the apartment by the date above. If you would like to change that date due to the reasons checked above, please send a revised notice immediately, and inform your caretaker or resident manager if your plans to move are going to change.

Please keep your apartment in good showing condition, and feel free to contact us if there are any questions.

Sincerely,

Dear Resident:

We have received your notice informing us of your plans to vacate your apartment on the last day of this month. We are sorry to hear you are leaving.

Check-out time is 12:00 noon on the last day of the month in accordance with your lease agreement. This is the last possible time you will be able to complete any cleaning so please plan ahead. If you will be ready earlier, please give your caretaker a call. We will be showing your apartment to re-rent it. Keeping your apartment neat and orderly will encourage a prospective renter, and this can lessen the traffic through your apartment for showings.

We hope that you have enjoyed your home and wish you well as you relocate. It is our intention to help you receive your entire security deposit returned. To assist you, we highly encourage you to review the following suggestions.

The majority of those who lose portions of their security deposit do so because of inadequate cleaning. To avoid this, we will make ourselves available to answer questions and we would be happy to do a preliminary check if you call us early, before check-out time. Please take advantage of this, as we have cleaning experience and can offer you suggestions with cleaning problems.

The following are suggestions to avoid charges:

- A. **WALLS** must be clean and ready to repaint. A mild solution will remove ordinary dirt, grease and marks. Please **DO NOT** fill your own nail holes. We will handle this ourselves.
- B. **FLOORS** must be absolutely clean. If we need to scrub floors or remove excess wax, the labor will be charged to you. All carpeting must be vacuumed. Spic & Span works well for ordinary dirt; ammonia will work for stripping kitchen floors. Use steel wool for dried-on stains. For wood floors, use only cool water and ivory soap, and rinse with clear cool water. Baseboards should be clean and free of dust.
- C. **CLOSETS** must be wiped clean and particular attention given to heavy marks, such as those from luggage.
- D. **KITCHEN CABINETS** are to be clean inside and out. Use hot water and a strong soap. If you have shelf paper, please remove all of it unless it is new and in great shape.
- E. **REFRIGERATORS** are to be defrosted and absolutely clean. Please turn the dial to the lowest setting. No water should remain in the refrigerator, and you are not to use **ANY** sharp object to remove ice as this will damage the coils and you will be responsible. Pull the refrigerator out and clean the floor and sides around it.
- F. **STOVE AND OVEN** must be clean and all parts free from grease and splash, including the broiler and oven. If the top of your stove can be lifted, you must lift it and clean this area too. For black marks that will not come off inside the oven, use a single edge razor blade. A hint for cleaning oven racks, broiler pans, and removable parts from top of stove is to put them in a sturdy plastic garbage bag with one cup of household ammonia. Close tightly and let sit overnight. All baked on food will rinse off.

- G. **AIR CONDITIONERS** must have filters and fronts washed clean.
- H. **BATHROOM FLOORS AND ALL FIXTURES** should be immaculate. Rinse and dry all fixtures thoroughly. Clean tile around the bathtub. All switch-plates and sockets should be clean of dust and should contain working bulbs.
- I. **HEATING DUCTS AND PANELS** should be free of dust and washed clean.
- J. **WINDOWS** must be cleaned inside and free of dust and debris. Blinds should be free of dust and window frames are to be cleaned.
- K. **REFUSE, RUBBISH AND UNWANTED ITEMS** are to be placed in garbage bags and disposed of properly in the dumpster. Large unwanted items must also be disposed of properly; see your caretaker for suggestions.
- L. **GARAGES/STORAGE AREAS OR LOCKERS/PATIOS/BALCONIES** should be swept clean and refuse disposed of properly. Use sand to soak up any oil on the floor, then sweep it up.
- M. **DOORS/DOOR FRAMES AND WOODWORK** should be free of dirt and dust. Use a mild solution on painted surfaces; on natural woodwork use a lemon/oil furniture cleaner/polish.

If you are paying any or all of your utilities, please notify the appropriate utility company of your forwarding address and the date you are vacating the premises for a final reading. Also, please notify your local post office of your new address for forwarding your mail.

All tenants, along with the Caretaker, need to fill out the final check-out list together. Be sure you have this scheduled with your Caretaker before you plan to vacate to assure return of your damage deposit. At that time you will also turn over apartment and mailbox keys, and your forwarding address will be recorded. Reserve enough time to complete this properly and with everyone present to avoid complications later.

Charges for damages not existing at the time you occupied the unit and/or cleaning not completed in accordance with the above shall be assessed against your damage deposit. A letter explaining the disposition of your deposit or any charges or deductions will be mailed and postmarked by the 21st of the following month after move-out, in accordance with all legal requirements.

Thank you for your cooperation.

MOVE-OUT CHARGES

Here's what we charge for most of the things we have to do when tenants move out and leave their dwelling in need of something or other. Please note that these charges are averages. Sometimes the actual charges are higher; sometimes they're lower. But most of the time they are exactly as shown. We give allowance for normal wear and tear, of course, and for the length of time something has been in use. Replacement charges include parts and labor.

Cleaning		Plumbing	
Clean refrigerator	20.00	Replace kitchen faucet	50.00
Clean stove top	10.00	Replace bathroom faucet	45.00
Clean oven	30.00	Replace faucet handle	7.50
Clean stove hood	20.00	Replace faucet aerator	3.50
Clean kitchen cabinets	20.00	Replace shower head	12.00
Clean kitchen floor	35.00	Replace toilet tank lid	15.00
Clean tub/shower and surround	15.00	Replace toilet	130.00
Clean toilet and sink	15.00	Replace garbage disposal	80.00
Clean bathroom cabinets & floor	20.00	Locks	
Vacuum throughout dwelling	40.00	Replace key (door or mailbox)	2.00
Clean greasy parking space	20.00	Replace cylindrical doorlock	25.00
Flooring		Replace passage doorlock	15.00
Remove carpet stains	80.00	Replace deadbolt lock	25.00
Deodorize carpet	85.00	Replace mailbox lock	6.50
Repair carpet	75.00	Windows & Window Coverings	
Repair hardwood floor	90.00	Replace window pane (sgl)	75.00
Refinish hardwood floor	380.00	Replace window pane (dbl)	125.00
Repair linoleum	45.00	Replace Venetian blind	75.00
Replace kitchen linoleum	375.00	Replace window shade	15.00
Replace bathroom linoleum	225.00	Replace drapery rod	25.00
Repair floor tile	30.00	Replace drapery (sill length)	75.00
Replace kitchen floor tile	250.00	Replace drapery (floor length)	150.00
Replace bathroom floor tile	150.00	Re-screen window screen	10.00
Walls		Replace window screen	18.00
Remove mildew and treat surface	12.00	Miscellaneous	
Cover crayon marks	35.00	Replace refrigerator shelf	25.00
Repair hole in wall	45.00	Paint refrigerator	75.00
Remove wallpaper	135.00	Replace stove/oven knob	6.00
Repaint (per wall/ceiling)	15.00	Repair ceramic tile	85.00
Doors		Replace ceramic tile countertop	450.00
Repair hole in hollow-core door	45.00	Repair plastic countertop	35.00
Repair forced door damage	65.00	Replace plastic countertop	275.00
Replace door (inside)	125.00	Replace cutting board	15.00
Replace door (outside)	225.00	Replace mirror	45.00
Replace sliding glass door (sgl)	150.00	Replace medicine cabinet	75.00
Replace sliding glass door (dbl)	250.00	Replace towel bar	12.00
Re-screen sliding door screen	25.00	Replace shower curtain rod	15.00
Replace sliding door screen	45.00	Replace shower/tub enclosure	150.00
Electrical		Repair porcelain	135.00
Replace light bulb	1.50	Replace thermostat	60.00
Replace light fixture globe	12.00	Recharge fire extinguisher	20.00
Replace light fixture	45.00	Replace fire extinguisher	30.00
Replace electrical outlet/switch	5.00	Fumigate for fleas	125.00

