

LETTER TO TENANT MOVE-OUT REMINDER

Dear Tenant,

Thank you for giving us advanced notice that you are moving. Now that you are moving out, your lease/rental agreement requires that you leave your unit in a clean and undamaged condition. We have every intention of returning all of your security as long as you have fulfilled your agreement with us.

Specifically, you should:

- **Cooperate with the showing of the residence for sale or re-rental, keeping it in presentable condition.**
- **Begin to put out all unwanted items for trash or special pick-up. (Avoid piles of debris in front of your home on moving day.)**
- **Remove all food, debris, and other personal belongings.**
- **Clean (and defrost if necessary) refrigerator.**
- **Clean stovetop, oven and any other appliances.**
- **Replace any burned out light bulbs.**
- **Clean all floors and/or carpeting**
- **Be sure grounds and lawn are trim and clean, free of weeds, leaves, etc.**
- **Report any and all damage in writing.**
- **Upon leaving, please be sure to fully secure the rental by locking all windows and doors. The designated place to leave all keys to your unit is _____.**

After you have vacated the rental, it will be inspected and re-video taped for compliance with your lease/rental agreement and the expense of cleaning or repairing damage, if any, will be charged against your security deposit. You will be notified of any charges. Good luck in your new home.

Sincerely,