

SAMPLE LETTER

Date:

Property Address:

Tenant Name:

30 Day Notice to Vacate Received:

Lease end date:

Actual Move-out date:

Pro-rated rent based on move-out date:

We have received your move-out notice effective at noon on the move-out date listed above. You are now in your “notice period,” and we will begin the process of finding a new resident. As per the terms of your lease, we may be calling to schedule showings. We will try to give you plenty of notice, and to work with your schedule so as not to inconvenience you. We appreciate your cooperation. *Please note that you are not required to allow agents to show your home unannounced.*

In order to ensure the maximum refund of your security deposit, please note the following information:

- You are responsible for rent until the latter of the following: 30 days after the date Notice was received, your move-out date listed above, the end of your lease (unless rereanted), OR the date we receive your keys. If you are moving early, you are responsible for utilities and yard maintenance until the termination of your lease. If you do not return the keys as scheduled, there may be additional expenses. Call if you need to change the date.
- Please put all keys (door, mailbox, pool, etc.) in an envelope with your address inside, and our name outside, and turn it in at the UPS Store at the Southwest corner of Hayden and Osborn Roads. Garage door openers should be left on the kitchen counter at the house.
- Once you turn in keys, you have no more access to the house. Please make sure you have everything out, garbage gone, and the premises clean and ready for the next occupants.
- Our inspections are done only on business days, usually within 4 business days after keys are received. We schedule the inspection after you return the keys to us, not before. If you choose to be present at the exit inspection, notify us when you return the keys.
- Leave the utilities on until four (4) business days past your authorized move-out date. Do not call the utility company for turn-offs until after the exit inspection. They often turn off service sooner than the scheduled day, and will charge to reconnect. Utilities **MUST** be on for the exit inspection.

- Give us your forwarding address and new phone number, so we can mail your security deposit refund to you, or contact you if we have questions about our move-out inspection.
- A cleaning guide is enclosed. Please follow it. Call if you have questions.

If there is damage to the house, please call us before you do repairs. We may know a better, cheaper, or easier way to take care of the issue.

- **Do not** fill in nail holes or touch up paint.
- **Do not** take down mounting brackets or rods from curtains, blinds, TVs, etc. If you purchased the item, we'll talk with you about possible compensation. Extra holes are damage.
- Please make a list of repairs that may need done so we know how much maintenance time to schedule before the next occupant.

Following is a sample of charges commonly made against security deposits because tenants didn't plan properly. Also, if the premises are not ready for the next occupant due to tenant-caused problems, rent will be assessed for the period until problems are solved. Prices may vary due to special circumstances.

House keys not returned	\$75
Garage door openers not returned	\$50 each
Mailbox keys not returned	\$75
Carpets not cleaned	\$80 – 175 or more, depending on size
General cleaning not completed	\$80 – 250 or more, depending on size, plus utility charges if they are already off
Appliances not cleaned	\$50 each
Utilities turned off early	\$50 each
Hauling trash	\$50 minimum
Landscaping clean up	\$100 minimum
Air filter not changed regularly	\$25 plus damage to unit plus cost of inspection
Tenant-caused damage	Actual cost charged by repair company
Missing personal property (lawn mowers, paint, etc.)	Actual cost to replace

We want to assist you in making your move-out proceed smoothly. Please call the office if you have any questions. We wish you well in your new home!