

Dear Resident:

We have reason to believe that you may be moving from the rental we manage and we would like to give you assistance by reviewing the following checklist of move-out instructions with you.

1. Have you given your 60 day prior WRITTEN notice to move? We have a form available if you wish to use it.
2. Have you informed us on how we may show the interior to prospective renters? Do we call your home? Or work?
3. Contact us for an appointment for your move-out walk thru. This meeting must be after every item is out of or off the premises--not when you are still doing the last load. This is for your protection as to receiving your deposit back and return of the keys so that you are not liable for any damage that might happen after you leave the unit vacant.
4. What are you expected to have done to the premises? We expect the interior to be in the same (equal to) or better condition as when you took possession. This usually means clean carpets, all trash and debris removed from the premises, fingerprints washed off switchplate covers, all yards mowed and edged, stove/oven (including broiler pan) clean and shiny, and similar cleanliness.
5. The return of your security deposit is refundable, by laws, within 21 days. We do try to process this faster, but we must have your help in speeding it up.
6. As we do not keep cash in the office or on our person, we will only mail your security deposit. It is mailed to the forwarding address that was provided for on the walk thru sheet, or to your last known address, along with your written accounting sheet, showing any deductions.
7. What can you be charged for? Please refer back to your move-in walk thru and compare the condition of the property. Charges are usually made on what is common sense. If you lived in the property 5 years and the walls were never painted, you should not be charged for repainting the interior. If you lived in the property for only 3 months, and it was freshly painted when you moved in but is now dirty, you should wash the walls or hire someone to repaint the walls.
8. If you wish to use us for a credit reference for the new place you are buying or renting, we do not give out information over the phone. You must provide us with your written permission so that we may give out this private information to a third party. Please advise your new landlord of this policy so that they do not needlessly call. We would never, knowingly, tell a bill collector where you work, or your

ex-wife, or your mother-in-law, nor your new landlord--so help us give you a good rating.

9. If you cannot give the full 60-day WRITTEN notice, and if we do not re-rent the property, you will be charged for the rent. You can help by letting us show the inside to a future tenant. If someone else rents the property your unused portion will be refunded to you. We do not and cannot charge two persons for the same space for the same time period.
10. If you gave written notice that you were moving by a certain date, say the First (1st), but you need to stay another week longer, say the Tenth (10th), notify us as soon as possible. If we have re-rented the property, and this person has another place to stay, we will do our best to try to help work with you.
11. If you have a friend(s) who wishes to rent the property, they must go through the same process that all tenants go through, and that you probably did. If you just let them move in and take over your space, and they do not pay, you will probably be surprised to find your paycheck short when we have it garnished for a judgment for nonpayment of rent. We certainly do not want this to happen to you!

If you have any other questions about your up-coming move, please do not hesitate to contact us so that we may help solve any problems in advance.

Sincerely,