

SAMPLE MOVE-OUT LETTER

First_Name Last_Name
Address
City, State, Zip_Code

Dear Mr. Last_Name,

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 home to be left and what our procedures are for returning your security deposit.

Basically, we expect you to leave your rental home in the same condition it was when you moved in. To refresh your memory on the condition of the home when you moved in, I have attached a copy of the Property Condition Checklist you signed at the beginning of your tenancy. I will be using this same form to inspect your home when you leave. Specifically, here is a list of items you should thoroughly clean before vacating:

CLEANING CHECKLIST FOR RESIDENTS TO PERFORM UPON VACATING

General:

1. Wash all windows inside and out in all rooms.
2. Clean out window tracks.
3. Wash window sills and curtain rods.
4. Wash inside and outside of front and back doors.
5. All marks must be washed off the walls. Remove all nails, do not patch.
6. Wash all vinyl and tile floors.
7. All carpeting is to be vacuumed and professionally shampooed.
8. Save receipts and the cost may be deducted from you security deposit.
9. All trash must be removed from the premises.
10. Clean all blinds and wash.
11. Clean all light fixtures throughout unit and replace any burnt out bulbs.

Kitchen:

1. Clean inside and out of range hood.
2. Scrub kitchen floor, including under the moveable appliances.

Stove:

1. Remove racks and broiler pan, soak in hot water to clean, dry well.
2. Clean inside of oven, top of stove, under elements, pan drawer, exhaust fan, hood.
3. Remove lower drawer and clean under stove.
4. Wash and dry outside of stove.
5. Cabinets and Drawers:
6. Wash cupboards inside and out. Remove any shelf paper.
7. Wipe out drawers with damp rag.
8. Clean sink and counter tops.

Bathroom(s):

1. Wash down tile.
2. Clean bathtub, tile around the tub, sink, door and fixtures.
3. Clean inside and outside of toilet.
4. Clean the inside of medicine cabinet
5. Wash mirror.
6. Scrub floor.

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

Please do not 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 canceled all newspaper subscriptions and sent the post office a change of address form.

Once you have cleaned your home and removed all your belongings, please call me at (xxx) xxx-xxxx to arrange for a walk-through inspection and to return all keys. All utilities must be left on at the property until

after the walk-through inspection. Please be prepared to give me your forwarding address where we may mail your security deposit.

It is our policy to return all deposits either in person or by mail at an address you provide within ____ days after you move out (based on state law). If any deductions are made because the home is damaged or not sufficiently clean -- they will be explained in writing.

If you have any questions, please contact me at (xxx) xxx-xxxx.

Rental Manager