

## TENANT MOVE-OUT INFORMATION

Dear \_\_\_\_\_,

We hope you have enjoyed living here. Before vacating, be sure to thoroughly vacuum the floors and have them “professionally cleaned”, clean the walls, kitchen cabinets, stove and oven, refrigerator (which should be emptied of food, turned off, with the door left open), kitchen, bathroom sink, bathtubs, showers, toilets, plumbing, and fixtures. Please be sure to remove all personal items from the unit before fully vacating.

Once you have cleaned your unit (returned it to it’s condition it was upon move in), and removed all your belongings, contact us to arrange for a walk-through inspection and to return the...

- House keys \_\_\_\_\_
- Mailbox keys \_\_\_\_\_
- Pool keys \_\_\_\_\_
- Garage door openers \_\_\_\_\_
- Gate Opener \_\_\_\_\_

We will mail your security deposit to your forwarding address you provided, less any lawful deductions for the cost of necessary cleaning and repairs of damage in excess of ordinary wear and tear. We will return your deposit balance, and an itemization of any charges, within 21 days after you move out. Please be sure to provide us with your forwarding address before you vacate the premises.

If you have any questions, please contact us at **[INSERT YOUR COMPANY EMAIL ADDRESS HERE]**, or **[INSERT YOUR COMPANY PHONE NUMBER HERE]**.

Sincerely,  
**[INSERT YOUR COMPANY NAME HERE]**

## DEPOSIT INFORMATION

If you find yourself reading this letter, you have most likely given us written notice of your intent to move out of one of **[INSERT YOUR COMPANY NAME HERE]** s' managed properties. We have provided you with this letter to help your move-out proceed smoothly and to insure that you do not forget anything that would impact your deposit.

1. That a 30 Day Notice of Intent to Vacate is required by Section 1946 of California Civil Code for month-to-month tenancies and by the Lease Agreement for fixed-term tenancies.
2. For Residents on a fixed-term lease, a 30 Day Notice of Intent to Vacate does not relinquish Resident from any obligation of the lease, including payment to the end of the lease term.
3. Resident's possession of the apartment remains in effect until all belongings are removed and all keys returned.
4. Except as provided by law, rent is due and payable up to and including the final date of possession, or thirty (30) days after service of this notice to Manager, whichever is later.
5. Resident cannot use the security deposit as last month's rent. Rent is payable through the termination of the tenancy.
6. The carpets must be vacuumed and "professionally cleaned". By this we mean a licensed and insured professional carpet cleaning company using a high performance steam unit and not one rented from a grocery store. A receipt from a professional carpet cleaning company must be turned in to **[INSERT YOUR COMPANY NAME HERE]** if you use your own carpet cleaning professional.
7. Make sure that any yard cleanup or landscape maintenance that you are responsible for is done before you vacate. If is left undone, we will have to have it done at your expense and deducted your deposit.
8. The best way to prepare for a move-out is to refer to your move-in inspection report and try to leave the unit in the same or better condition than you received it. The most common problems we find are dirty stoves, damaged blinds, broken or missing switch plates and/or outlet covers, holes in doors and walls, and personal items left behind.
9. Once keys are returned, you will not be able to re-enter the unit to clean or correct any overlooked repairs. Please make sure to have everything complete prior to returning keys to **[INSERT YOUR COMPANY NAME HERE]**.

# CLEANING CHECKLIST

## **General**

- ☐ Vacuum ALL Carpet Areas
- ☐ Window Sills/Slider Tracks
- ☐ Clean Windows & Window Coverings/Blinds
- ☐ Baseboards
- ☐ Dust Plant Shelves
- ☐ Cobwebs
- ☐ Ceiling Fans
- ☐ Change Furnace Filter
- ☐ Outlet/Switch Covers
- ☐ Walls: Wash Where Needed
- ☐ Door Frames & Doors

## **Bathrooms**

- ☐ Inside/Outside Cabinets
- ☐ Shower Door (if applicable)
- ☐ Shower/Tubs
- ☐ Sinks
- ☐ Toilets (Base, Bowl, Etc)
- ☐ Drawers: Inside & Out
- ☐ Sweep & Mop Floor
- ☐ Medicine Cabinet
- ☐ Mirror

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