

## Move Out Tenant Information

Dear Tenant,

Moving time is always a busy time, and we recognize that you will have many things on your mind now that you have given notice that you are moving. Undoubtedly, one of those things is how to get your security deposit back.

Contrary to what some tenants believe, we WANT to return your deposit, and we WILL return it as long as you leave your place "reasonably clean and undamaged". That's what your rental agreement says and that's what we will do. You're probably wondering what "reasonably clean and undamaged" means, so we'd like to tell you how we interpret it and tell you what you should do to ensure that you receive your deposit back.

**"Reasonably clean"** to us means as clean as you would leave your dwelling if your best friend or favorite relative was going to move in after you. To achieve this, we expect you to:

- Clean the appliances and cabinets
- Use an appropriate cleanser on the shower, tub, toilet, sinks, and medicine cabinet
- Dust the baseboards, window sills and closet shelving
- Sweep the floors or steam clean the carpets
- Remove all belongings
- Dispose of all trash

If the above cleaning requirements are not met, you will be charged.

**"Reasonably undamaged"** to us means:

- Items which we have supplied should not be missing or broken
- There should be no new burns, cracks, chips, or holes in the dwelling or its furnishings. This includes paint nicks or scrapes in the halls and doorways as you move things out.

**All tenants MUST move out through back entrance ONLY!**

Please note that you have not officially moved out until you have **returned your keys to our office.** Once you have moved out, we will inspect your dwelling for cleanliness and damage. If you meet the requirements stated above in this letter, we will refund your deposit within forty-five days.

We hope your move goes smoothly. If we can be of any help, please let us know. Also, for your convenience, you can submit your postal change of address at [www.usps.com](http://www.usps.com).

Thank you for renting with us! If you know of anyone looking for an apartment, we appreciate your referrals!

Sincerely,

Property Management Realty Inc

P.S. In order to facilitate prompt refund of your security deposit, please complete the form below.

**TENANT FORWARDING INFORMATION**

NAME: \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_

**OLD ADDRESS:**

STREET: \_\_\_\_\_ APT # \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

**NEW ADDRESS**

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

NEW PHONE NUMBER: \_\_\_\_\_

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**OFFICE USE ONLY:**

**KEYS:** Date returned: \_\_\_\_\_ Time returned: \_\_\_\_\_

Cleanliness \_\_\_\_\_ Damages \_\_\_\_\_

Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

Total Deposit \$ \_\_\_\_\_

Total Deductions \$ \_\_\_\_\_

Deposit Refund \$ \_\_\_\_\_

Check # \_\_\_\_\_ Date \_\_\_\_\_