

MOVE OUT LETTER

Dear Resident(s):

We hope you enjoyed living here.

Before vacating, be sure to clean the unit. The following checklist describes our expectation. As a general rule of thumb, the unit should be restored to its original condition. I have included the cost in parenthesis in case of non-compliance.

- No damage, especially water damage to the unit is evident. (Actual cost)
- Holes in the walls should be patched, sanded, and painted if necessary. (\$50/hour + material)
- Walls should be cleaned, and free of mildew, touch up with paint if necessary (\$50/hour + material)
- Kitchen cabinet should be cleaned and free of insects, grease, or debris. (\$40/hour)
- Stove, oven, and hood should be cleaned and without grease. (\$40/hour)
- Kitchen and bathroom sink, bathtubs, showers, toilets, plumbing fixtures should be cleaned. (\$40/hour)
- Refrigerator should be emptied of food, cleaned, turned off, with the door left open. (\$40/hour)
- All debris and rubbish should be removed from the unit. (\$40/hour)
- Drapes and/or blinds should be clean. Drapes should be dry-cleaned if necessary. Do not clean drapes in the washer. (Actual cost)
- Windows and mirrors should be cleaned except the outside on the second floor where it cannot easily be reached. (\$40/hour)
- The unit should be free of spider webs, insects, fleas, or termites. Fog the unit if necessary. (Actual cost or \$40/hour whichever is higher)
- The unit should be free of odors from pets if applicable

Please note that if we need to clean or repair your unit, there is a minimum cleaning and repair charge of \$100 each due to the trip charge by the cleaning company and the contractor.

You have the right to request a pre move-out inspection with us within 2 weeks from the day you are moving out. Once you have cleaned your unit and removed all your belongings, contact the resident manager to arrange for a walk-through inspection and to return the keys.

Also, please provide a forwarding address where we may mail your security deposit, less any lawful deductions for the cost of necessary cleaning and repairs of damage in excess of ordinary wear and tear, and any past-due rent. We will return your deposit balance, and an itemization of any charges, within three weeks after you move out.

Thank you for your attention.

Management
The Pinefino