

Notice to vacating Tenant

Dear _____,

We received your notification on ____/____/____ that you will be vacating the above address by ____/____/____. We want to remind you that the property must be returned to us in the same condition it was given in order to receive your full security deposit back. Your security deposit is \$_____.

Return all keys to us on the day you vacate the unit. You will remain responsible for rent payment each day until the key(s) is received by us.

After the keys are received, we will make one final inspection with you to check to see if the property has been reasonably cleaned and without any damages. If all checks out well, we will return your refund to you within _____ days.

To ensure you receive your full deposit, here is a checklist:

- 30 day notice given
- Carpets must be cleaned (vacuum and steam cleaned)
- All floors and walls cleaned.
- All trash removed from the premises.
- Basement cleaned.
- Bathroom (toilet, sink, tub, shower cabinet cleaned)
- Kitchen (sink, stove, oven, refrigerator, inside/outside cupboards, counters)
- Replace burned out light bulbs.
- Clean light fixtures.
- Wash windows and screens.
- Any damages should be reported to us 2 weeks before move out.
- Grass cut.
- All keys turned in.

Sincerely,