

## Letter to Tenants Moving Out with Detailed Checklist

\_\_\_\_\_ (Date)

\_\_\_\_\_  
(Tenant's name)

\_\_\_\_\_  
(Tenant's Address)

Dear \_\_\_\_\_ (Name of Tenant):

This letter is to confirm that you are moving out on the \_\_\_\_\_ (date) at \_\_\_\_\_ (time of day). We hope that you have enjoyed living here.

In order to make your check-out as smooth as possible for everyone concerned, please familiarize yourself with these procedures:

1. You must vacate by 12:00 noon on day your lease agreement ends. If you are moving out any earlier you must notify \_\_\_\_\_ (name) by \_\_\_\_\_ (time) \_\_\_\_\_ day(s) before you move out in order to schedule a move out inspection.
2. If you do not schedule a move-out inspection, one will be performed after you check out. If you would like to be present for your move out inspection, all of your belongings must be removed; the areas being inspected must be cleaned by the scheduled appointment time; and you must turn in your keys and leave the apartment at the conclusion of the inspection.
3. If more than one person will be moving out, coordinate your schedules so that we can inspect for all at the same time.
4. We are **not** responsible for any personal items left in the apartment. We **will not** store any items left in the apartment. Please be advised that there will be large dumpsters around the properties for bulk item disposal.
5. When you moved into your apartment you were given a move-in inspection form to record all damages to your apartment. You were to complete this form and return it to the management office. Upon your move-out, a move-out inspection will be done by our staff. After the inspection of your apartment, the move-in inspection form that you completed will be carefully compared to the move-out inspection conducted by our staff. This is to be sure that you are not charged for any pre-existing damages. Any damage done to the apartment that is not on your move-in inspection form **will** be charged to you. **All charges for damages are assessed on a labor and materials basis.**
6. Due to the extraordinary number of leases that end on the standard contract end date, it is impossible for our staff to inspect all of the apartments while the residents are still in possession of the unit. Should you have any reason for disagreeing with the charges made from the inspections, please send a letter to the management office to make an inquiry. This may be done within 30 days from receipt of the move out disposition.
7. **Cleaning: Please note that this is not an all-inclusive list. You can be charged for the cost of cleaning items not on this list.** Please be aware that if you renewed your lease

and are staying in your same apartment, you are still responsible for thoroughly cleaning all the cabinets and appliances after removing items from same. After cleaning the cabinets and appliances you may return those items into those spaces.

Please make sure that you leave your apartment in a clean and orderly condition. Particular attention should be given to the following areas:

**A. Refrigerator.** The refrigerator and freezer should be cleared of **ALL** food and debris. Please remember to clean the floor under the refrigerator and both sides of the refrigerator. Please clean the entire inside of the refrigerator with a household cleaner. Use caution when cleaning the shelves and drawers inside the refrigerator. You will be charged replacement cost should you break these. Be sure to leave the ice trays that came with the freezer. **PLEASE LEAVE REFRIGERATOR ON!**

**B. Stove.** Make sure that the range top, interior of oven, drip pans, burners, under burners, and exhaust fan filter is cleaned of **ALL** grease and grime. The under burner is the part of the stove under the drip pans and the exhaust fan is above the stove. The exhaust fan filter can be cleaned by running it through your dishwasher. The oven **MUST** be thoroughly cleaned inside and outside with a household cleaner designed specifically for the cleaning of ovens. We suggest you replace the drip pans if they are extremely dirty. These are the standard size drips pans. If we replace the drips pans, there will be a charge of \$15 per drip pan.

**C. Microwave.** The microwave must be free of ALL food and debris. Please clean the inside and outside of the microwave with a household cleaner.

**D. Washer/Dryer.** Washing machine should be wiped down inside and outside. Be sure to clean around the lid area. Top of dryer should be dusted and wiped down. Be sure to remove lint from lint trap.

**E. Bathroom.**

1. The shower stall and tub should be thoroughly cleaned, using a household cleaner. Please use bleach and a small brush, such as an old toothbrush, or a scrub brush will help with cleaning those hard to get areas, such as soap scum rings around the tub.

2. Please make sure that you clean the entire toilet with a toilet bowl cleanser. **DO NOT** forget to clean the lid and the entire base of the toilet.

3. Clean the entire sink and counter with a household cleaner. **DO NOT** forget to clean the faucet. For hard to remove scum we suggest using a brush and cleaner.

4. Remember to clean the mirror with a window cleaner.

5. Scrub the floor thoroughly and **DO NOT** forget to scrub behind the toilet and get along the edges.

6. Please remember to move all personal items from the medicine cabinet. Please clean inside and out with a household cleaner or window cleaner.

- F. Carpet.** The carpeting throughout the entire apartment must be vacuumed. Remember to vacuum under the furniture and get the hair and dust out of the corners and along the base boards. You will be charged for any stain removal if necessary unless otherwise noted at the time of move in.
- G. Kitchen Floor.** Tile floor should be swept clean. If necessary, surface area should be mopped to remove any stains and sticky solutions.
- H. Furniture.** All furniture should be dusted and wiped clean. All drawers and shelves should be wiped off as well. All cushions should be vacuumed and free from dirt and stains.
- I. Blinds and Windows.** All blinds should be dust free and in good working condition. You will be charged for replacement of any blinds that are broken. Carefully raise all blinds and wipe down inside of window. Lower blinds after cleaning and leave in the closed position.
- J. Ceiling Fans.** Blades and light fixtures should be dust free. Gently wipe them down removing all dust.
- K. Covers.** Make sure to check all outlet covers or light switch covers for cracks. If any outlet covers or light switch covers are cracked or broken please replace them. If any are found in the apartment, you **WILL** be charged for materials plus labor to replace them.
- 8. Repairs.** Any repairs that you can do in a **PROFESSIONAL** manner please do so. If these repairs are found not to be done in a **PROFESSIONAL** manner you **WILL** be charged for materials plus labor to correct them.
- 9.** Residents who have individual phone lines are responsible for the charges to restore the phone line to the main extension at the time of move-out. If the line is not restored prior to you moving out, you will be charged extra through \_\_\_\_\_ **(Name of Carrier)**.  
 \_\_\_\_\_ **(Name of Carrier)** phone number is 1-\_\_\_\_\_.
- 10.** Please return **ALL** apartment keys by your check out date or your contract end date, whichever occurs first. **DO NOT LEAVE YOUR KEYS IN YOUR APARTMENT!** A \$\_\_\_\_\_ fee for EACH key not returned or turned in will be charged to you. This fee covers the replacement of the lock due to loss of key. You **WILL NOT** receive a refund if your keys are returned or mailed after your check out date.
- 11.** Make sure you have filled out a change of address form with \_\_\_\_\_ **(Name)**; the cost will be \$\_\_\_\_\_ to forward your mail.

Sincerely,

\_\_\_\_\_  
**(Name and Signature of Landlord)**

\_\_\_\_\_  
**(Address of Landlord)**

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***(Landlord's E-Mail)***

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***(Landlord's Phone number)***