

Move-Out Letter & Cost Sheet

Date

To: _____

Property: _____
Address: _____

Dear _____:

We would like to express our sincere thanks and to wish you a pleasant move. We hope your future will be a bright one. Before you go, however, please take a minute to read over the cost sheet found on the reverse side of this letter and conditions listed below to help make your transition easier.

Management has agreed the deposit will be returned within 30 days of final inspection. You have agreed this deposit will not be applied as rent and that your rent will be paid in full through your last day of occupancy. Conditions upon which the deposit is refundable are:

1. First year lease must be fulfilled if a Rural Development property.
2. A 30-day written notice was given prior to leaving apartment.
3. No damage to property beyond normal wear and tear.
4. Entire apartment including range, refrigerator, bathroom, carpets, closets, and cupboards are clean.
Refrigerator is to be defrosted.
5. No unpaid legal charges or delinquent balances.
6. All keys are returned.
7. All debris and rubbish are properly removed from apartment.
Large items such as couches, beds, etc. are to be taken to local landfill.
8. Forwarding address given to On-Site Manager.

Please leave your apartment in good order. After everything is removed from your apartment and you are ready to turn your door key into us, you will need to schedule a move out inspection. This inspection can be done at anytime during regular office hours, which are posted on the office door.

Once again, we have enjoyed your time with us and best of luck to you. If we may be of further service, please do not hesitate to call.

Sincerely,

On-Site Manager

Residential Cost Sheet

CLEANING CHARGES:

Trash Removal	\$15.00 per bag removed
Range	\$30.00
Refrigerator	\$20.00
Kitchen (other)	\$25.00
Bath	\$25.00
Carpet Shampoo	Charge will total full cleaning charges of professional cleaners if carpet is dirty beyond normal wear and tear.

REPLACEMENT / MAINTENANCE CHARGES (charges subject to change without notice)

Burner / drip pans	\$5.00 each
Counter tops	Replacement Cost
Appliances	Replacement Cost
Patio Door Screen	\$20.00
Patio Screen Door	\$40.00
Storm Door	Replacement Cost
Window Screen	\$15.00
Broken Window	Replacement Cost
Curtain Rod	\$5.00 each
Traverse Rod	\$20.00
Mini-blinds	Replacement Cost
Draperies	Replacement Cost
Doors	Replacement Cost
Carpet	Replacement Cost
Vinyl	Replacement Cost
Broken / Missing Mirrors	\$10.00 per panel
Bathroom Fixtures	\$6.00
Drywall Damage*	\$25.00 (*Holes in excess of 1 inch diameter will be charged according to extent of damage and labor costs.)
Missing light bulbs	\$1.50 each
Globes	\$10.00 each
Locks	Replacement Cost
Paint: (other than normal wear and tear and less than 6 months residency)	
1 Bedroom	\$100.00
2 Bedroom	\$120.00
3 Bedroom	\$150.00
4 Bedroom	\$180.00