

Dear Tenant(s),

We hope you have enjoyed living here. In order that we may mutually end our relationship on a positive note, this move-out letter describes how we expect your unit to be left and what our procedures are for returning your security deposit.

Basically, we expect you to leave your rental unit in the same condition it was when you moved in. Specifically, here's a list of items you should thoroughly clean before vacating:

**Kitchen**

- Clean entry and storm door
- Clean threshold
- Wash all windows and screens, inside and out
- Clean sills and tracks
- Clean cabinets, inside and out
- Clean refrigerator, and pull it away from the wall and clean under it
- Clean range, burners, oven, and pull it away from the wall and clean under it
- Take down light fixtures and clean
- Clean countertops and sinks
- Clean closet
- Mop and wax floor

**½ Bath**

- Clean lavatory
- Clean commode
- Take down light fixtures and clean
- Clean medicine cabinet
- Mop and wax floor

**Living Room**

- Wash windows and screens, inside and out
- Clean tracks and sills
- Dust all woodwork
- Take down and clean light fixtures on porch
- Clean registers
- Clean both entry and storm doors
- Sweep and mop porch
- Vacuum carpet (shampoo if necessary)

**Hallway and Steps**

- Vacuum steps (shampoo if necessary)
- Clean light fixture at top of stairs
- Dust hall closets

**Bedrooms**

- Clean windows and screens, inside and out
- Clean sills and tracks
- Take down and clean light fixtures
- Clean floors
- Dust all woodwork
- Clean all closets

**Upstairs Bathroom**

- Clean commode
- Clean lavatory
- Clean tub
- Clean medicine cabinet
- Mop and wax floor

**Basement**

- Clean steps
- Clean top of furnace and hot water tank
- Sweep cobwebs from rafters
- Clean sump area if applicable

**Other**

If you have any questions as to the type of cleaning we expect, please let me know.

Please don't leave anything behind--that includes bags of garbage, clothes, food, newspapers, furniture, appliances, dishes, plants, cleaning supplies or other items that belong to you.

Please be sure you have disconnected phone and utility services, canceled all newspaper subscriptions and sent the post office a change of address form.

Once you have cleaned your unit and removed *all* your belongings, please call me at 740-592-2177 to arrange a time to return all keys. Please be prepared to give me your forwarding address where we may mail your security deposit.

It's our policy to return all deposits either in person or at an address you provide within 30 days after you move out. If any deductions are made--for past due rent or because the unit is damaged or not sufficiently clean--they will be explained in writing.

If you have any questions, please contact me at 740-592-2177.

Sincerely,

Bob Prebe  
Property Manager  
Capstone Property Management, Ltd