

## LETTER TO TENANT REGARDING RETURN OF DEPOSIT

To: \_\_\_\_\_

Date: \_\_\_\_\_

The amount of your deposit is: \_\_\_\_\_ Dollars (\$\_\_\_\_\_). The management will return your deposits to you so long as you leave your place reasonably clean and undamaged as specified in the rental agreement. All security deposit refund checks will be returned to the respective tenants within 45 days of the final and approved inspection, less appropriate deductions for damages or excessive cleaning requirements.

"Reasonably clean" means we expect you to clean the appliances, stove hood, under sinks, and cabinets, both inside and out; remove all non-adhesive shelf paper; use an appropriate cleanser on the tubs, showers, toilets, mirrors, sinks, and medicine cabinets (inside and out); dust the ceilings for cobwebs, baseboards, window sills, and closet shelving; wash the kitchen and bathroom walls and spot-clean the walls in the other rooms; dust and wipe down the ceiling fans; clean the window woodwork and glass inside; vacuum the floors; scrub the floor tile or linoleum and professionally clean the carpet; sweep the entry, patio, storage enclosure, and garage, if available; remove all personal belongings (including clothes hangers and cleaning supplies); and dispose of all the trash. PLEASE DO NOT CLEAN THE DRAPERIES OR WAX THE FLOORS.

"Reasonably undamaged" means that items that are supplied in the house should not be missing or broken, the paint on the walls should be sufficient to last for at least two years from the time that they were last painted, and there shouldn't be any new burns, cracks, chips, or holes in the dwelling. Try to avoid scratching the walls and doorways when you move your belongings out.

You have not officially moved out until you return your keys. As long as you have the keys, you are liable for paying rent. Be sure to give the keys to the management as soon as you move out.

We will inspect your dwelling for damages and cleanliness after you move out. We will refund all deposits that are owed to you within 45 days of the inspection.

We expect you to have entirely vacated the premises by May 31, 2011. Notify the management if your moving plans change. We are making arrangements to move new tenants in after you vacate and need to know about any changes immediately.

Good luck in both your moving and your new home.

\_\_\_\_\_  
Bob Oliver, Owner

\_\_\_\_\_  
Date

**Make sure the following things are done before you leave:**

<p><b>KITCHEN:</b> Clean Cabinets Clean Refrigerator Clean Stove Clean Sink Clean Floor Rid Room of Trash Clean Windows inside</p>	<p><b>BATHROOM:</b> Clean Toilet Clean Tub and Tile Clean Sink Clean Medicine Cabinet Clean Floor Rid Room of Trash Clean Windows inside</p>
<p><b>LIVING ROOM:</b> Rid Room of Trash Leave Walls free of Tape or Other Obstacles Leave Screens in Place &amp; in Good Condition <del>Clean Fireplace</del> Clean Windows inside</p>	<p><b>BEDROOMS:</b> Clean Closets Rid Room of Trash Leave Screens in Place and in Good Condition Leave Walls Free of Tape or Other Hanging Items Clean Windows inside</p>

The unit should be thoroughly cleaned and emptied.