DATE \@ "MMMM d, y" April 6, 2015

To: Victoria

As you know, and is outlined in our lease, our joint tenancy of 1303 Wertland Street A8, Charlottesville VA, 22903 ends on May 30. 2015, at 12 noon. Seeing as you did not renew with our landlord, Ian Pallini, by the renewal deadline of November 1st 2014, he has re-rented the apartment to me and another friend. By the end of our lease term you need to have returned your keys and vacated the premises so the new lessee will have keys available to them.

You may collect your $400 security deposit from Ian in accordance with the procedure outlined in section B2 of our lease, with reference to the the condition of your bedroom and bathroom, which will need to be prepared for a new tenant. Ian said this includes having your carpets professionally cleaned, as stated in the lease. Ian will inspect your rooms after you leave, so neither myself nor the new tenant will be held liable for any damages left behind or additional cleaning needed. You may find the move-out guidelines and information on the deposit in the section “Termination of the Lease” and “Move Out Guidelines” within our joint lease. I would like to have all carpets in the apartment cleaned, so I am willing to split that cost with you, as there is a good chance it will end up lowering your personal carpet cleaning cost if they were to come all the way out just to clean your room.

1303 Wertland A8, Charlottesville, VA 22903

504.717.3122

Elizabeth Kukla

To avoid confusion upon your move-out, because I will be in Germany, I list below all of the items that belong to me, and which should remain on the premises. All of the living and dining room furniture: couch, 2 red chairs & pillows, coffee and side tables, bar and all contents of bar, dining table and 4 chairs, all artwork on the walls both upstairs and down, curtains by washing machine, new lighting fixtures I purchased and installed in dining room, table lamp in living room, and all Veuve Cliquot decorations. As you know, your cube block wall clock has been taken down, returned to you, and replaced with an identical clock I purchased and belongs to me. Therefore there is no need to move any furniture or artwork in the living/dining room upon your move-out with the exception of your white shoe rack next to the washer and staircase downstairs. Much of the kitchenware — blue and white dish-ware, many serving dishes, glass-ware, bronze utensils, and a few pots/pans are mine —which I will expect you to leave when you move out. I will separate them before leaving for Germany, so you may confirm I have made no errors regarding who these smaller items belong to. Please let me know of any error I have made before I leave the country. Please don’t forget your plants and pots on the porch, as I am not interested in maintaining any plants, and your items in the upstairs hall storage closest, where many of my items also reside. I will get your moving boxes, which you stored behind my sofa, out for your convenience.

The final Dominion Power bill for the month of May will not be posted until mid-June, as they do not read the meter until the first week of each month. I have been fronting your portion of this utility all year, getting reimbursed at the end of each month for the bill from the prior month (i.e. I front January, and you reimburse that cost with February’s bills). This means that after you move out on May 30th, we will have one final Dominion bill to split for the month of May, which will be billed to me sometime between the second and third weeks in June. I will send it in the same format I have sent all monthly bill information to you this year, as well as our bills spreadsheet for the year, so you have it for your records.

1303 Wertland A8, Charlottesville, VA 22903

504.717.3122

Elizabeth Kukla

Sincerely,

Elizabeth Kukla.