

Move-out Reminder

Dear Valued Tenant,

Thank you for giving us advanced notice that you are moving (and therefore not renewing the Lease Agreement). We wish to confirm that you are moving by this coming August 31 per the Lease. Now that you are moving out, our Lease requires that you leave your unit (exclusive and shared premises) in a clean and undamaged condition. **We have every intention of returning all of the refundable portion of the security deposit as long as you have fulfilled your agreement with us. It is likely easier and cheaper for both of us if you do!**

Specifically, you should:

- **Remit any remaining payments in full and on-time** (per the lease, "Under no circumstance can the security deposit be used to pay for the last (or any) month's rent." Deposits are required by law to be held in a separate, non-comingled account.
- **Cooperate with the showing of the residence for sale or re-rental, keeping it in presentable condition.**
 - You will receive at least 24 hours notice prior to any showing or open house.
 - It is expected that **the entire premises will be clean & presentable during showings.**
 - Landlord/agent must be given free, uninterrupted access to the entire premises with prospective tenants/buyers.
- **Remove ALL food, debris, and all other personal/non-leased items.** Any abandoned items (left in unit after move-out or expiration of lease) will be disposed of at the Tenant's expense. Any items thought to be valuable by Landlord will be documented, stored, and then discarded in accordance with local laws/guidelines.
- **THOROUGHLY clean entire exclusive & shared premises including:**
 - **Floors:** sweep/swiffer wood/marble floors, steam/damp-mop where necessary; Vacuum carpets & rugs (shampoo if necessary)
 - **Walls, baseboards, door frames, blinds, fans, vents, closets, ceilings, shelves, etc...**
 - **Kitchen cabinets, countertops, sink, appliances: range/stove/micro/refrigerator/freezer** (inside & out)
 - **Bathrooms:** countertops, sinks, toilet, shower, bath, etc...
 - **Rental Furniture,** mattresses, etcetera...
- **Replace any burned out light bulbs with like bulbs, & any non-functional batteries.**
- **Be sure grounds ~~and lawn~~ are clean, ~~free of weeds, leaves, trimmed~~, etc.**
- **Return walls to original condition** (no nails/holes/dents, etc; properly patch/sand/paint if necessary). Make sure any paint used matches existing paint (test in an innocuous/hidden area to ensure)
 - Condos: Most walls are Benjamin Moore Regal White (01) eggshell
 - House: Most walls are Benjamin Moore Regal "White Rock" eggshell
 - Lofts: Most walls are Benjamin Moore Regal "Silver Chain" 1472 (eggshell in rooms; semigloss in bathrooms)
- **Report any and all damage in writing** (even if fixed)
- Person(s) moving out are fully responsible for common areas; any negotiations with roommates regarding cleaning/damage in common areas should be done **well before** end of the lease/move-out.
- **Upon leaving, please be sure to fully secure the unit by closing & locking all windows and doors.**

Move Via the Rear: Condo Association/Loft prohibits the moving of furniture, bikes, and other large boxes/items through the front halls/entrance of the building; related fines and/or costs to repair related damages will be charged to tenant.

AFTER the rental is cleared and cleaned, you may schedule an appointment on your move-out date for a walk-through **prior to** the expiration of the Lease Agreement. If this is not done, please identify/label keys/remote and leave them in a secure location; notify Landlord when/where this has been done.

After you have vacated the unit, it will be thoroughly inspected for compliance with our Rental Agreement. The expense of cleaning and/or repairing damage, if any, will be charged against your security deposit. **Estimated and/or standard charges:** each dead bulb/battery \$25; cleaning \$100-\$350; wall repair/paint \$150+ for each wall (\$200 minimum); grout/caulk work \$250-\$500; stain on mattress (up to \$300), each billable hour to manage non-compliance \$40. You will be notified of any charges within 30 days, and provided with copies of any outside vendor receipts within 45 days of the expiration of the Lease (if relevant; not done internally). Per the lease, the deposit will be mailed within 45 days of the expiration of the lease.

MAIL: Cancel all subscriptions, & send the post office a change-of-address form (USPS advises that it takes about 7-10 business days to process change-of-address requests). This can be done online at www.usps.com or <https://moversguide.usps.com/?referral=USPS>.

We hope you have enjoyed living here and wish you the best of luck in your new home!

Move-Out Sheet

(may be emailed, left in Unit/Room, or in Landlord Mail Box)

Tenant Name: _____

Location of Keys/Remote: _____

Move-out Date/Time: _____

Any unresolved issues: _____

Address to which deposit should be sent: _____

Would you recommend Hyde Park Luxury to a friend? _____

Would you be willing to serve as a reference for prospective tenants? _____

Please comment on the following:

Overall thoughts about the Property and Leasing Experience: _____

Amenities/Items/Services you particularly liked: _____

Actionable Recommendations to Enhance Performance (specific areas that could be improved): _____

THANK YOU!