

## MOVE OUT REMINDER



ONLINE  
TENANCY  
MANAGEMENT  
SYSTEM

Attn:

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

RE: Move Out Reminder

Dear \_\_\_\_\_,

Thank you for giving us advanced notice that you are moving. Now that you are moving out, your lease/rental agreement requires that you leave your property in a clean and undamaged condition. We have every intention of returning all of your security deposit as long as you have fulfilled your lease agreement with us.

Specifically, you should:

- » Cooperate with the showing of the property for sale or re-rental, keeping it in presentable condition.
- » Begin to put out all unwanted items for trash or special pick-up. (Avoid piles of debris in front of your home on moving day.)
- » Remove all food, debris, and other personal belongings.
- » Replace any burned out light bulbs.
- » Clean all floors and/or carpeting
- » Be sure grounds and lawn are trim and clean, free of weeds, leaves, etc.
- » Report any and all damage in writing.
- » Upon leaving, please be sure to fully secure the rental by locking all windows and doors.

After you have vacated the property, it will be inspected for compliance with your lease/rental agreement and the expense of cleaning or repairing damage, if any, will be charged against your security deposit. You will be notified of any charges. Good luck in your new home.»

Please contact us if you have any questions.

Regards,