

MOVE-OUT DATASHEET

Tenant: _____

Apartment: _____

Date: ____ / ____ / ____

Thank you for your tenancy! I hope you enjoyed living here, and I wish you the best of luck in the future.

I want your move to go as smoothly as possible. Moving can obviously be very chaotic, and you will no doubt have many things on your mind, including getting the maximum amount of your security deposit back. Unlike many landlords, I am committed to returning your deposit back to you as quickly as possible. The amount of your security deposit is \$_____. Please remember that your security deposit is in no way allowed to be applied to any rent, including the last month's rent.

This letter explains how I expect your apartment to be left and what the procedure is for returning your security deposit. The expectation is that you will leave the apartment in the same condition it was when you moved in, except for normal wear and tear. To refresh your memory, attached is a copy of your move-in / move-out inspection checklist. This will show you the condition of the apartment when you moved in. This same exact checklist will be used to inspect the apartment after you move out. Any costs associated with cleaning and repairing anything in the apartment, beyond normal wear and tear, will be deducted from your security deposit.

To maximize the odds that you will receive a full refund, I suggest that you go through the move-in / move-out inspection checklist line-by-line and make sure that **all** items are clean and free from damage (again, except for ordinary wear and tear). All closets, cabinets, shelves, drawers, countertops, storage areas, refrigerator, and exterior areas should be completely free unreasonable damage and/or filth. Feel free to check off items on the copy of the move-in / move-out inspection checklist I sent you, as we will use the original for your final inspection.

Please be sure to remove all of your personal possessions, including furniture, clothing, household items, food, plants, cleaning supplies, garbage, etc. Obviously, you are not to remove any appliances, fixtures, window blinds, or anything else either attached to the property or not yours in the first place.

Please contact the appropriate utility companies and arrange to transfer the appropriate services. Also, cancel any magazine subscriptions, and change your address with the US Postal Service.

Please contact me when all the above tasks have been completed and you are ready for your final inspection. We will arrange a mutually-agreeable day and time to conduct the inspection, preferably during daylight hours. Please return all keys at this time in order to avoid having to pay the key replacement charge of \$_____.

You have indicated a move-out date of ____ / ____ / _____. Please be advised that you will be assessed a holdover rental amount of \$_____ per day for each day you remain in the apartment after your stated move-out date. If you need to extend your tenancy for any reason, you **must** contact me immediately. Please be prepared to provide your forwarding address where I can mail your security deposit.

It is my policy to return your security deposit either in person or via certified mail to the forwarding address you provide. I will send this out to you within 30 days after your move-out date. If any deductions are made for past due rent or other unpaid charges, for damages beyond ordinary wear and tear, or for failure to properly clean, and itemized explanation will be included.

Thanks again for being such a great tenant. Please let me know if I can provide you with a recommendation letter. Good luck!

Sincerely,

_____ (landlord)