

SUBJECT	Date
CONVENTIONAL PROCEDURES MANUAL MOVE-OUT PROCESS MOVE OUT LETTER – FORM #T-41a	10-4-12

PURPOSE: To notify resident of cleaning requirements upon vacating apartment

PREPARED BY: SM or OM

WHEN PREPARED: Upon receipt of Notice to Vacate

Complete form as follows (see example):

- (1) Community name
- (2) Date of letter
- (3) Resident name(s), address
- (4) Date of expected move out
- (5) Signature of OM or SM

Community _____ (1)

Date _____ (2)

(3)

Dear Resident:

We are sorry to see that your stay with us will end on _____ (4).
To minimize problems with charges on your Security Deposit, please see the
attached cleaning requirements sheet.

You will be expected to be completely out of your apartment by the date you
have chosen. To "carry-over" will not only involve scheduling problems, but
substantial penalties as allowed per your lease agreement.

On the day of move out, please bring the following to the office:

1. Your door keys
2. Your mailbox keys
3. Your forwarding address

If the above conditions are not met, deposit refunds cannot be made in a timely
manner.

Thank you for your cooperation and we hope your stay with us has been a
pleasant one.

Sincerely,

(5)

MOVE OUT CLEANING REQUIREMENTS

The cleaning requirements in your apartment affect the disposition of your security deposit when you vacate. Your apartment must meet our cleaning standards and be left ready for a new resident. The following checklist is provided to aid you in cleaning your apartment.

Kitchen

**Resident
Checklist**

- 1. Hood, exhaust fan and filter clean and grease free _____
- 2. Oven door and oven interior cleaned _____
- 3. Clean drip pans, chrome rings, broiler pan and under burners _____
- 4. Defrost refrigerator, empty ice cube trays, vegetable drawer, clean exterior and interior, dry inside and out, leave door open _____
- 5. Clean behind and under refrigerator _____
- 6. Clean all cabinets, shelves, drawers, cutting board and counter tops, remove all shelf paper, towel holders and cup dispenser _____
- 7. Clean and polish all chrome, faucets and light fixtures _____
- 8. Floors clean and dry _____

Bathrooms

- 1. Tile, tub and shower enclosure thoroughly cleaned and free of mildew and mold _____
- 2. Toilets and sinks thoroughly cleaned and free of mildew or mold _____
- 3. Medicine cabinet cleaned and mirrors polished _____
- 4. Baseboard moldings and floors clean and dry _____
- 5. All fans, fixtures and light shades cleaned and polished _____

General

- 1. Remove all smudges and fingerprints from doors and woodwork _____
- 2. Clean all electric outlets, light switches, light globes, etc. _____
- 3. Clean all closets and clean shelves _____
- 4. Clean all screens with vacuum, also window tracks and sills _____
- 5. Clean windows inside and out _____
- 6. Sweep patio and balcony and remove all debris _____
- 7. Carpet must be thoroughly vacuumed and commercially cleaned _____
- 8. Clean furnace and/or air conditioning vents and filters _____
- 9. Properly dispose of all trash and cleaning materials _____

Example

Procedure 10.060
Exhibit 2 Page 1 of 2
Date 10-4-12

Community Willow Pond

Date September 17, 2012

Mary Smith

875 Wilmette Ave. Apt. 900

Ormond Beach, FL 32174

Dear Resident:

We are sorry to see that your stay with us will end on October 31, 2012.
To minimize problems with charges on your Security Deposit, please see the
attached cleaning requirements sheet.

You will be expected to be completely out of your apartment by the date you
have chosen. To "carry-over" will not only involve scheduling problems, but
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Sincerely,

Ima D. Manager

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| 7. Clean and polish all chrome, faucets and light fixtures | _____ |
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Bathrooms

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