

## LETTER TO TENANT REGARDING RETURN OF DEPOSIT

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

To: \_\_\_\_\_

The amount of your deposit is: \$\_\_\_\_\_. The management will promptly return your deposits to you so long as you leave your place reasonably clean and undamaged as specified in the rental agreement.

"Reasonably clean" means we expect you to clean the appliances, stove hood, under sinks, and cabinets, both inside and out; remove all non-adhesive shelf paper; use an appropriate cleanser on the tubs, showers, toilets, mirrors, sinks, and medicine cabinets (inside and out); dust the ceilings for cobwebs, baseboards, window sills, and closet shelving; wash the kitchen and bathroom walls and spot-clean the walls in the other rooms; wash the light fixtures and the windows inside and out; vacuum the floors; scrub the floor tile or linoleum; sweep the entry, patio, storage enclosure, and garage; remove all personal belongings (including clothes hangers and cleaning supplies); and dispose of all the trash. PLEASE DO NOT CLEAN THE DRAPERIES, SHAMPOO THE CARPETS, OR WAX THE FLOORS. We prefer to do these cleaning chores ourselves, and we will not deduct anything from your deposits for our doing them.

"Reasonably undamaged" means that items that the management has supplied should not be missing or broken, the paint on the walls should be sufficient to last for at least two years from the time that they were last painted, and there shouldn't be any new burns, cracks, chips, or holes in the dwelling. Try to avoid scratching the walls and doorways when you move your belongings out. You have not officially moved out until you return your keys. As long as you have the keys, you are liable for paying rent. Be sure to give the keys to the management as soon as you move out.

We will inspect your dwelling for damages and cleanliness after you move out. We will refund all deposits that are owed to you within \_\_\_\_\_ days of the inspection.

We expect you to have entirely vacated the premises by \_\_\_\_\_. Notify the management if your moving plans change. We are making arrangements to move new tenants in after you vacate and need to know about any changes immediately.

Good luck in both your moving and your new home.

\_\_\_\_\_

Owner/Management