

Today's Date

Tenant Name(s)

Unit Address

Re: Move Out Process

Dear Tenant Name(s),

We are in receipt of your notice to terminate your lease agreement. We are approving your requested lease termination date and including a move out checklist.

Your deposit will be refunded after a satisfactory move-out inspection has been made. Please contact us, in writing, if you would like to be present during the final walk-through inspection. Also, we will need for you to return all keys upon vacating the premises. **If the property is not vacated and keys have not been returned by 11 a.m. on the final day of your lease there will be a \$100.00 charge assessed against your account. You will be responsible for re-keying the locks.** Any personal property left in the dwelling unit or premises will be treated as abandoned property and disposed of in accordance with applicable laws.

If you choose to continue renting through RentinRichmond.com you can obtain our rental listing with all our available properties from our office or through our website [www.rentinrichmond.com](http://www.rentinrichmond.com). We will be happy to waive the application fee normally required to apply for a property.

We will need a forwarding address in order to make the necessary deposit refund. Your deposit will be returned within forty – five (45) days after your lease expiration date.

Thank you for choosing RentinRichmond.com, we wish you the best of luck with all future endeavors and greatly appreciate the time you spent with us

Sincerely,

(Name)

Property Manager

RentinRichmond.com

## Security Deposit Refund Requirements

Please contact your property manager in writing to schedule a move-out inspection if you wish to be present during said inspection. This must be done at least 1 week prior to your move-out date.

**Return your keys as defined by your lease by 11:00 AM.**

**If property is not vacant and keys are not returned to our office at 410 N. Ridge Rd. Suite 100 before 11:00am the day of your lease termination, there will be \$100.00 per day holdover charge assessed against your account in accordance with your lease.**

☐ **Any utilities that are the responsibility of the tenant must remain in the tenant's name through the end of the lease. Terminating utilities any time before then will result in back charges taken out of the security deposit refund.**

☐ The lease requires professional cleaning, the tenant must have the unit professionally cleaned by an approved vendor. Rent in Richmond office has list of vendors.

☐ Remove all personal belongings and items from the unit and from the property. Deposit only trash into the trashcans provided. **Do not pile up trash, furniture, etc., in the alley/street. The city/county will not take them & we will have to charge you if we haul it away.**

☐ Remove all picture hooks & nails from the walls.

☐ Clean & sweep out closets; remove all hangers & debris.

☐ Wipe down all doors, base boards, window sills and window frames. Clean all window glass (interior only). Leave windows closed & locked.

☐ Dust blinds if present. If blinds went missing during your tenancy, replace them. (Blinds are cheap and the brackets are already there. We have to charge more because we have to pay for labor)

☐ Clean stove top, oven, broiler, exhaust hood & filter with stove cleaner. Wipe down dishwasher inside & out.

☐ Clean refrigerator/freezer inside & out.

☐ Clean bathrooms thoroughly: toilet, tub, shower rod, sink, faucets, medicine cabinet, vanity, walls, tile & grout.

☐ Make sure all light bulbs work & clean light fixtures & covers. Clean ceiling fan blades.

☐ Change furnace/air conditioner filter & sweep around furnace/air conditioner. (if you have an individual furnace filter)

☐ **Carpets must be professionally cleaned by an approved professional carpet service by an approved vendor. Provide the receipt to your property manager when you return your keys.**

☐ Cut the grass, rake all leaves & trim hedges. Haul away all yard waste. Leave the yard clean & presentable. (for tenants in a single family home)

☐ If you have a pet, clean up pet hair from the interior of the property and pet waste from the outside of the property.

☐ Cancel any auto payments for the property in your portal. Any returns will be charged a \$25 processing fee and any bank fees.