

Spectrum Real Estate Services, Inc.

APARTMENT NAME
BUILDING ADDRESS

_____ (date)

_____ (tenant)

BUILDING ADDRESS HERE

Dear Tenant:

Moving time is always a busy time, and you'll have lots of things on your mind now that you have given notice that you are leaving our apartment community. One of those things undoubtedly - is how to get your deposits back promptly.

We want to return your deposits and we will return them to you so long as you:

- Leave your unit professionally cleaned or at least meet the expectations of management as described below
- We expect you to clean the appliances, stove/oven and & hood filter, the cabinets inside and out (and under the sinks also).
- Remove all non-adhesive shelf paper; use appropriate cleansers on the showers, tubs, toilets, sinks, mirrors and medicine cabinets (inside as well);
- Dust the ceilings (for cobwebs), baseboards, window sills, closet shelving;
- Wash the kitchen and bathroom walls and spot-clean the walls in the other rooms;
- Wash the light and fan fixtures and vertical blinds, screens in windows inside and out;
- Vacuum the floor;
- Scrub the floor tile or linoleum;
- Sweep the entry, patio, storage enclosure, and garage;
- Remove all personal belongings (including clothes hangers and cleaning supplies);
- Dispose of all trash.
- Have the carpeting professionally cleaned. If you need vendor names for cleaning services, feel free to call us for phone numbers.

Please note that until all tenants/renters/guarantors have returned all the keys (at the time of a walk-through inspection with the manager), you have not officially moved out, and you are still liable for paying rent.

We expect you to have moved out completely by the end of the day on _____. Because we're making arrangements for new tenants to move and after you move, we would appreciate hearing from you immediately if your moving plans should change.

Sincerely,

SPECTRUM REAL ESTATE SERVICES INC.

MANAGER NAME

MANAGER,

APARTMENT NAME