

NOTICE TO VACATING RESIDENT

Address: _____

Dear _____:

We received notification on _____ that you will be vacating the above address on or before _____. We want to remind you that the property must be returned to us in the same condition it was given in order to receive your full security deposit. Please refer to our checklist on exactly what we ask that you do to return the property back in “move-in” condition. If the property is damaged during your tenancy or if there is work necessary to restore different aspects of the property back to the same condition, the cost of the applicable repairs and work will be deducted from your deposit.

A move-out inspection will be completed after all of your belongings have been removed from the property and you have ensured the property is back in the condition it was in when you moved in. You can choose to be present during the move out inspection but it is not necessary. Call the office at least 3 days prior to your move out date to inform us of when your property will be ready for inspection.

You will receive notification of the disposition of your security deposit within 30 days of your move-out date. The applicable security deposit will only be mailed to the forwarding address you provide to the office. Please complete the move out survey included and document your forwarding address at the bottom of the survey page and mail it back to the office.

Please make arrangements to transfer the billing of utilities to the first business day after your move out inspection.

It is not too late to change your mind about moving. If you decide that you want to stay or if there is something that we could do to get you to stay please call our office to discuss. If we do not hear from you in the next couple of days we will start advertising for new residents.

We offer a \$50 move-out bonus to you if you can help us rent the unit to a new resident prior to your move out date. This \$50 can be obtained by either referring a qualifying person to rent or being cooperative in allowing possible new residents to view your property prior to you moving out and one of these residents is approved. We will call you to coordinate a time that we can show your home. We also ask that you begin to have your home in move-in condition as soon as possible so that prospective residents can accurately assess the property. We would also greatly appreciate you stating something positive about the property and/or management while the prospective resident is viewing your home.

We thank you so much for your tenancy and your cooperation. Call us if we can be of any help.

Sincerely,

RPG Management