

Below is the move-out information for your unit.

YOU MUST LEAVE ALL UTILITIES ON UNTIL THE LAST DAY OF YOUR LEASE. IF YOU TERMINATE SERVICE BEFORE THAT DATE, YOU CAN RISK LIABILITY (IN WINTER MONTHS) – AND WILL BE HELD RESPONSIBLE FOR UTILITY COSTS AND ANY FEES ASSOCIATED WITH TURNING UTILITIES BACK ON.

If your lease is expiring, your unit must be vacated and all keys returned to our office by 10:00 a.m. on that day. It is the tenant's responsibility to make sure all keys, including mail box keys, are returned to our office by that day. If we do not have possession of the unit at that time, the locks may be changed and you will be responsible for the cost.

REGARDING YOUR SECURITY DEPOSIT, REQUESTS MUST BE MADE IN WRITING AND INCLUDE FORWARDING ADDRESS. Please allow 30 days, after the expiration of lease, to receive payment. Only one check with all names on the lease will be issued. **The security deposit is not your last month's rent.** To avoid any unnecessary deductions from your deposit, please make sure the following items are completed:

APPROXIMATE COST:

- All keys, including mailbox keys returned by 10:00 a.m. on expiration day.
Change of locks: \$125.00
- The kitchen cabinets are to be cleaned inside and out, along with counter tops, sink, and floor
Cleaning: \$50.00
- The refrigerator/freezer must be defrosted and cleaned
Cleaning: \$40.00
- The stovetop, below the burners, oven and broiler to be cleaned
Cleaning: \$50.00
- Bathroom floor, tub, tub enclosure (or ceramic) and toilet to be cleaned with a non-abrasive cleanser.
Cleaning: \$75.00
- Windows inside and out must be cleaned.
Cleaning: \$25.00
- The carpet is to be vacuumed** and all light fixtures to have operating light bulbs.

The above costs are approximate, if your unit is left extremely dirty or damaged; the charges will be higher. If we have to haul any trash, furniture, or debris, you will be charged accordingly.

**NOTE: We will have the carpets professionally cleaned and the cost will be deducted from your deposit, the amount depends on the size of the unit. To avoid confusion and the risk that it is not done to our standards, do not contract out this work yourself.

NOTE: If you pay for water and sewage services directly to the billing company, you will be responsible to provide us with a paid receipt for the final bills. If we bill you for water and sewage service, the final bills and any outstanding bills will be deducted from your security deposit.

If you plan to vacate earlier, we would appreciate it if you'd let us know. Please feel free to call the office Monday through Friday 9:30 to 6, if you have any questions. Thank you for your residency and we look forward to a time in the future where we might serve you.

Sincerely,

John C. R. Kelly Realty, Inc.