

---

## Move Out Letter

Dear Tenant(s),

You are receiving this letter because your lease is ending with our management team.

In order to ensure we return as much of your security deposit as possible, this move-out letter describes how the unit should be left and where to return the keys.

This checklist and the attached charge list will be used to make sure the home is clean and in the proper condition so we can quickly conduct an inspection and authorize the release of your security deposit. We do not perform walkthroughs with tenants at move out. If you would like to take pictures for your records we recommend doing so, but we will perform our own inspection after move out.

If you are leaving before the end of your lease you may text or email Danielle to let her know your intended move out date.

Best Wishes,  
Management

### **Move-out Checklist**

- All rent and other account fees MUST be paid in full or a satisfactory written settlement agreement made with us for any balance due. Please remember this is a group lease. Unpaid balances are deducted from the the tenant whose proportional balance is delinquent according to your side agreement first. Then it is deducted from the remaining amount left among the entire group.
- The entire property must be clean and all trash removed. You may not leave your trash on the curb unless it is the appropriate time and on trash day. Any trash left on the curb will be removed by maintenance and you will be charged for its disposal.
- Floors- Tile, vinyl and hardwood floors must be cleaned and waxed.
- All nails or other holes in the walls must be filled or repaired properly.
- Refrigerator, stove, oven and microwave MUST be clean, defrosted and plugged in, running at normal settings. If you have turned electricity off leave refrigerator door open.
- All Kitchen cabinets, countertops, sink, range and oven inside and out must be cleaned.
- All personal property, including furniture, and all other items not on the property when you moved in, must be removed from the home and surrounding property. Anything left behind shall be regarded as abandoned and may be destroyed,, hauled away or otherwise disposed of at YOUR expense. If you have made arrangements with the next tenants to leave any of your property you MUST mark it clearly.
- Replace light bulbs where needed unless you can not reach without ladder.
- ALL Utility bills must be paid in full. Proof of payment to PGW must be given if applicable.
- ALL keys MUST BE returned. We ask you leave keys labeled, with your name, on kitchen counter and key to your room in the doorknob to your room.

### **Do Not Forget**

- You must leave a forwarding address for us to mail your security deposit. This can be done by emailing Danielle at [leasing@offcampusphilly.com](mailto:leasing@offcampusphilly.com)
- Be sure to fill out a change of address form with the post office
- Turn off all utilities in your name.