

JQS, LLC PROPERTIES

Move-Out Letter

Dear _____,

We hope you have enjoyed living here. In order that we may mutually end our relationship on a positive note, this move-out letter describes how we expect your unit to be left and what our procedures are for returning your security deposit.

Please see the Move Out Checklist provided below to assist you during your move

We expect you to leave your rental unit in the same condition it was when you moved in, except for normal wear and tear. To refresh your memory on the condition of the unit when you moved in please consult your Move In & Out Inspection Form that you filled at the beginning of your tenancy.

Once you have cleaned your unit and removed *all* your belongings, please email me at jqsllc@yahoo.com or notify me in writing to arrange for a walk-through inspection and to return all keys. Please include a forwarding address where we may mail your security deposit in the email or written notification that you provide.

After you have vacated the rental, it will be inspected and we will take additional photos and video footage for compliance with your lease agreement. It's our policy to return all deposits either in person or at an address you provide within **60 Days** after you move out. If any deductions are made -- for past due rent or because the unit is damaged or not sufficiently clean -- they will be explained in writing.

If you have any questions, please contact me at **502-664-0550**.

Landlord / Manager

GUIDELINE FOR CLEAN OUT

This checklist is a guide, but not an all inclusive list, to help you leave the property in the cleanest state possible so that as much of your security deposit may be returned as possible.

GENERAL – Exterior & Interior

- ☐ Remove all trash / debris to outside trashcans.
- ☐ Remove all possessions from apartment, basement, and garage.
- ☐ Pick up and discard all pet waste.
- ☐ Vacuum all floors and carpets.
- ☐ Vacuum the edges of the carpets along the baseboard.
- ☐ Clean the dust from the tops of all door and window frames.
- ☐ Clean the dust from the baseboards.
- ☐ Clean the area between the window and screens.
- ☐ Clean the dust from all blinds.
- ☐ Replace all burned out light bulbs.
- ☐ Replace all smoke alarm batteries.
- ☐ Clean the dust from all ceiling fans and blades.

KITCHEN

- ☐ Leave cabinets empty.
- ☐ Wash clean cabinets and pantry shelves.
- ☐ Wash clean all counter tops.
- ☐ Wash clean sink and sink area.
- ☐ Mop the floor. Remove scuff marks, etc.
- ☐ Clean walls around stove of grease.
- ☐ Clean stove top of grease.
- ☐ Clean or replace stove drip pans.
- ☐ Clean under drip pans.
- ☐ Raise the stove top and clean under the burners.
- ☐ Clean oven interior. Use the self-cleaning feature of the oven, or use oven cleaner.
- ☐ Leave the refrigerator empty.
- ☐ Damp sponge clean the interior of the refrigerator / freezer.
- ☐ Damp sponge clean the exterior of the refrigerator.

BATHROOMS

- ☐ Mop bathroom floors.
- ☐ Clean the walls around the toilet.
- ☐ Clean toilets interior and exterior.
- ☐ Clean sinks and sink areas.
- ☐ Clean tub / shower to remove soap build up.
- ☐ Damp sponge clean cabinets.

MISCELLANEOUS ITEMS

Unit must be completely free of trash and all dust including closets, baseboards and cabinets.

All floors need to be mopped, and cleaned, including underneath cabinets.

All trash is not to be left, but removed to a dumpsite.

Open all sink cabinets, and clean out all areas below

Cancel utilities (cable, telephone, etc.)

File change of address cards with post office. We are not responsible for forwarding mail once you move out.