

Dear Tenant,

The intent of this letter is to help you prepare for a final walk-thru inspection. Moving alone takes a lot of time and energy. It gets exhausting and stressful and time runs out fast! The sooner you get started the better.

Your security deposit can be used towards cleaning & damages. Of course normal wear and tear is anticipated and expected. However, *dirt, dust and grime are not normal wear and tear!* Please review our inventory and condition that we filled out together when you moved in. I'll be referring to it when we do our final walk-thru inspection.

Ideally I'd like to have the property given back in the same good clean condition that was given to you. Keep in mind that the new tenants expect the property to be clean and ready to move-in when they arrive.

I would like to take this opportunity to go over some cleaning procedures with you listed on the following pages. A good cleaning job takes time and effort. The average time spent is approximately 15-20 hours or more! See cleaning checklist included.

We very much appreciate a job well done and would like to thank you in advance for all your efforts and preparation. **If you think you will need outside help, we'd be happy to help you make any necessary arrangements. *Think ahead, good cleaning services are booked up 1-2 weeks in advance.*** All I ask is that you do your best and avoid any "last minute" unexpected cleaning. Please be aware that I we will charge a \$50 booking fee.

A little word of advice, many cleaning services are not detailed and thorough and the job ends up with call backs or costing you more money and time. Before you pay them, go thru the cleaning checklist to verify they have done the job you hired them for.

When you are ready for the final walk thru inspection, please contact us at (408) 730-0445 to schedule an appointment. If you have any questions, please feel free to call us anytime.

I hope that you have enjoyed being our resident and wish you all the best wherever you make your new home.

Moving in/out of a home probably is when the most damage can occur!!

Use care when moving furniture out of the house! Be careful not to hit the walls, crunch the door casings or scrape the doors. Use care when going around the corners and avoid hitting them as well.

Watch out for tall items and avoid hitting the top of doorframes, scraping the ceilings or hitting any light fixtures on the way out.

If your home has hardwood floors, please don't drag any furniture across them and be as careful as you can to avoid any unnecessary scratches.

Some Don'ts

Please do not do any painting. Remove all nails etc. from walls and properly dispose of them.
It is not necessary for you to fill the holes with spackle.

Do not use abrasive cleansers or pads to remove marks from the walls or clean any surface within the home. If walls need spot washing, I recommend "Mr. Clean" according to directions using a white terry cloth. This works great and rinsing isn't needed. Check door casings, door knobs & around switches for soil & finger prints.

Do not try to spot clean the drapes. They may water stain permanently! Please arrange to have them dry cleaned in advance if needed, and re-hung. If cleaning isn't needed then be sure to thoroughly vacuum them off. *Refer back to the inventory & condition checklist.*

Do not clean the carpets. A thorough vacuuming will do for now. I will arrange for the cleaning and deduct this charge from your deposit. No, I will not charge a booking fee for this service. If the carpets are replaced, there will be no carpet cleaning charge.

Some Do's

- Replace any burned out bulbs with the correct matching style and wattage.
- Remove all debris and personal property from your yard/balcony or patio. Don't leave behind any potted plants that do not belong to the property.
- Remove all your belongings from your garage/carport and clean up any oil drips from your car. Simple Green or TSP works great on removing car oil from concrete!
- Take garbage cans out to the street for future pick up.
- Cancel all services/utilities in your name and please let us know the cut-off date so we can schedule selected services to continue in our name during the vacancy.

Good luck to you and if you have any questions at all, give us a call.

Warmest regards,

Intempus Realty