



Date

Tenant Full Address

Tenant Names (Financially Responsible)

Dear Tenant First Names (Financially Responsible),

We are sending you the checklist in preparation for your move-out this Tenant Move Out Date.

Upon lease expiration, the resident(s) will be provided with a list of pre-approved cleaning companies which can be used to have the apartment cleaned. By using one of our pre-approved cleaning companies, management will not withhold any of the resident(s) security deposit with regard to cleaning the unit. Management does reserve the right to deduct cleaning fees for those items in the absence of a receipt for cleaning at the time of move-out.

Regarding the return of your security deposit, please email us your forwarding address at **614rentreleaseingoffice@gmail.com**.

Thank you!

Sincerely,
Management
Property Name