

Dear Tenant,

As you begin the process of moving out of your current home I would like to offer a few suggestions to insure that your Security Deposit is returned to you in full. First let me explain that it is NOT our desire to make deductions from your Security Deposit. Each item that is deducted from a security deposit goes directly to pay the invoice for the work. With that in mind please understand that it is easier on all concerned if we can simply return your deposit to you rather than contract any work to repair damages or cleaning on your behalf.

In doing move out inspections I generally find that tenants fail to complete the following items most often:

- Wipe down all baseboards
- Wipe down all window sills
- Wipe down mini blinds
- Wipe out the refrigerator/freezer
- Wipe down walls
- Repair nail holes in walls
- Repair any broken windows (per your lease)

Make sure you pay close attention to the following items:

- Wipe out cabinets and drawers
- Wipe off the *outside* and inside edges of appliances
- Clean around edges of floors
- Wipe off return vent
- Wipe off vent cover in bathroom
- Wipe out the washer/dryer
- Clean the oven/ stove top and oven drawer
- Remove any marks from walls
- Carpets must be professionally cleaned and a receipt provided to MKB

In general, you should leave your rental unit in such condition that someone else could move into it the next day. Please do not assume that we will be repainting after you vacate. We are not bound by law to paint rental units between tenants.

Please see the following sheet as a reminder of items that must be completed before your move out. This list may not be all inclusive as each rental unit is unique.

Thank you for doing business with MKB Property Management. We wish you the best in your future endeavors.