

**RE:**

Dear Resident:

We would like to take this opportunity to thank you for your past residency at a Katz Realty building. We are disappointed to lose you as a resident, but we wish you good luck in the future.

We want your move-out to go as smoothly as possible. Moving time is always busy, and you have a lot on your mind. One of those things, no doubt, is getting your security deposit applied appropriately. We will process your request, so long as you follow these instructions, which we are providing to avoid any misunderstandings regarding your security deposit. Your security deposit and all accrued interest is \$\_\_\_\_\_.

In order to avoid any unnecessary charges and delays, we ask you to leave the apartment “clean and free of damage”. The checklist below will show you the specific thing we will be looking at when we inspect your apartment. The purpose of the inspection is to compare the apartment’s current condition to what it was like at the time you moved in. To maximize your chances of a full and prompt refund, we suggest that you complete the checklist before the inspection.

Kindly contact our office or the building superintendent after all conditions have been satisfied to arrange an inspection of your apartment with a management representative during normal business hours.

**To get your apartment clean, please check the following items**

**Kitchen:**

- \_\_\_\_\_ Stove: Clean interior and exterior thoroughly
- \_\_\_\_\_ Refrigerator: Clean thoroughly and set control at “1”
- \_\_\_\_\_ Clean thoroughly, remove the water filter
- \_\_\_\_\_ Clean interior, unlock door catch
- \_\_\_\_\_ Cabinets: Clean interior and exterior surfaces and remove shelf paper and thumbtacks.
- \_\_\_\_\_ Other: Clean sinks, Faucets, and all countertop surfaces. Clean floor, but do not wax
- \_\_\_\_\_

**Bathroom(s)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ceramic tile/fiberglass or cast-iron surfaces. Clean off accumulated soap  
Bathtub: clean tub and grouting, remove decals  
Medicine and vanity cabinets: Clean interior, remove shelf paper and tacks, clean and polish mirrors.  
Other: Clean sinks, faucets, countertop surfaces, toilet and floor

**Closets:**

\_\_\_\_\_  
\_\_\_\_\_

Empty completely, including hangers  
Shelves: clean and remove shelf paper and tacks

**Walls/Woodwork/Doors:**

\_\_\_\_\_  
\_\_\_\_\_

Remove marks and handprints  
Clean switch plates

**Windows/Window Coverings:**

\_\_\_\_\_

Wash interior glass

**We also expect:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Items we have supplied to you (including light bulbs) to be neither missing nor broken.  
The paint on the walls to be sufficient to last at least one year from the time of the previous painting.  
To find no new cracks, burns, holes, tears, or stains in the apartment, including carpeting, hardwood flooring, walls and furnishings.  
**PLEASE DO NOT REMOVE ANYTHING YOU HAVE ATTACHED TO THE WALLS OR CEILINGS WITHOUT FIRST OBTAINING CONSENT.**

To avoid being assessed a key replacement charge, please return to the superintendent's office all keys for the apartment front entrance doors and mailbox at the time you vacate.

You have listed \_\_\_\_\_ as the move-out date in your notice. Please be reminded that you will be assessed holdover rent of \$100.00 per day for each day that you remain in your apartment after that date. If you'll need to remain in your apartment after the move-out date, please make prior arrangements with the management office or building superintendent.

For your own protection against accruing additional utility charges, be sure to make arrangements to discontinue your telephone and utilities service immediately after moving out.

Thank you again for choosing to rent with us at Katz Realty Group. We have enjoyed serving you, and we hope that you will recommend our buildings to your friends, or family. Good luck in your new home.

Sincerely,

**Ronald E. Katz**

Ronald E. Katz  
Managing Agent