Date

Dear :

We were sorry to receive your 30-day notice, since we will be losing great residents, but we do wish you well in your new home. We’d like to thank you for having chosen our community as your home and hope you will remember us when you or a friend is in the market again for a great place to live. Enclosed, please find the confirmation of your 30-day Notice, which includes the pro-rated rent amount for the month of , as well as a check out sheet. In order to make the move-out process as smooth as possible, we’d like to confirm the following:

* Your move out date is scheduled for 11:59pm on . We will make every effort to pre-rent your unit, so it is imperative that you contact the office if you are unable to vacate the unit by your scheduled date.
* Your rent from through is **.** Due by the first day of the month.
* Your refundable deposit on hand is.

If you would like to schedule a walk-through inspection, please contact the office **at least 3-days in advance to make an appointment**. All walk-through inspections must be done during daylight hours, no later than 4PM and not on the weekends. It is important that your unit be completely empty prior to this walk-through inspection. **We cannot emphasize the importance of conducting a joint walk through inspection of your unit. By not scheduling this walk-through, you waive all rights to challenge any fees or costs incurred to bring the unit back to the condition it was in previous to your arrival.**

As you are moving out of your rental unit, please use the enclosed check out sheet as a general guideline for cleaning. Additionally, we request any items that you wish to dispose of as you are moving, such as clothing, furniture, etc., that you please take them to Goodwill or the dump; we would greatly appreciate it. Leaving such items as aforementioned in the complex dumpster would result in unwanted fees.

With regards to carpet stains, the carpet cleaners we use are very good and can get out almost anything. If you have questions regarding your carpets, please contact the office before trying to fix it yourself. Your non-refundable fee (**IF** you paid one at move-in) covers your carpet cleaning (normal wear and tear; stains are *not* normal wear and tear), the cleaning of blinds and the lock change. If you moved in after January 1, 2010, the cost of cleaning the carpets and blinds will be deducted from your security deposit (per your move-in letter).

**The costs for cleaning and repairs needed to bring the unit back to the condition it was in when the tenancy commenced may be deducted from any refundable deposit and/or billed to you.** We will review your check-in addendum as we are making your deposit settlement.

Upon completion, please provide us with your forwarding address (where we can send your deposit settlement), as well as the unit key(s) and mail key(s). This can be handled during the walk-through inspection, if you choose to do one, or it needs to be dropped in our drop box. If you have any questions or concerns, please call the office at . Thank you for renting from Lapray Properties, LLC.

Sincerely,

Lapray Properties, LLC.