



Est. 1981

RE: Lease Termination

Date: _____

Dear _____,

We have recently received your notice of intent to vacate your rental unit. At this time I would like to suggest that you take the following course of action to ensure that your move-out goes smoothly:

1. Your security deposit may not be used as the last month's rent. You are required to pay the entire last month's rent when it is due in accordance with the terms of your lease.
2. Check the appropriate clauses in your lease referring to move-out which clearly states your obligations as a tenant at the time you vacate the unit. The house/apartment must be returned in substantially the same condition as when received. This means the property is to be clean and free of trash. Any areas that were professionally cleaned prior to your move-in, including but not limited to carpets and windows, must be professionally cleaned before surrender of the property. If you have any questions about what your specific responsibilities are, please contact your Property Manager.
3. Please pay particular attention to the appliances to be certain that they are returned clean and in good working condition.
4. Contact all utility companies, if applicable, to request a final reading on your account and to make the necessary arrangements regarding the payment of these final bills.
5. If you are responsible for the payment of water and sewer bill, please make arrangements with the Water Measurement and Billing Division of the DC Government (202-354-3600) to secure a final meter reading. In order to facilitate the return of your security deposit, please pay this bill and provide a receipt to this office as proof of payment.
6. Please furnish this office with your forwarding address as soon as possible.
7. As stipulated in your lease, return all keys to this office within 24 hours after you vacate. If you do not comply with this deadline, we will rekey the property and change the locks at your expense.
8. An inspection of the premises will be made within three days after you have vacated. Please contact the property manager if you would like to be present at the inspection so that we can arrange a time.
9. Security deposit checks will be sent within 45 days after the tenant has vacated the premises as prescribed

by D.C. law. **Under no circumstances will we release any portion of your deposit prior to 30 days from vacating your unit.**



10. As is stated in your lease, this office will be showing your property during this final portion of your lease. Our showing policy states that our agents will call you upon scheduling an appointment to show it. Unfortunately, sometimes we can give more than a few minutes notice that we will be coming by, but please feel free to ask our agents to reschedule any appointment if it is truly inconvenient. If no one is home when the agents call, it will be assumed that entry is okay and we will let ourselves in, leaving a message if necessary. Understanding that moving is not an orderly process we will ask that the property be kept during this time as clean and neat as possible.

It has been a pleasure working with you during your occupancy. This office is available for landlord references at any time. Should you have any questions, please contact this office. Thank you.

Sincerely,

John C. Formant Real Estate, Inc.

move-out letter.doc

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