LIPNOSKY REAL ESTATE LLC

Dear Resident,

We hope you have enjoyed your stay at our rental property. Your lease agreement requires that you submit written notice 30 days in advance of your wish to vacate. If you have not yet done this, please download and complete an Intent to Vacate form (available on our website). If you would like a pre-move out inspection, please be sure to indicate that on the form and then call our office to schedule this with me as soon as you are ready.

As you prepare to vacate, please note that per your lease, you are required to leave your apartment in a clean and undamaged condition at move out. Specifically, you should:

- Begin to dispose of all unwanted items for garbage or special pick-up. Unwanted mattresses, chairs and couches require that you schedule a special pick-up.
- Clean the interior walls and patch and paint all holes. We use Kelly Moore 1650-27 Bone Semi-Gloss.
- Clean all windows, window sills and blinds. If possible, clean windows outside as well.
- Clean underneath stovetop (remove the burners and/or grates before opening). Clean underneath the broiler drawer (drawer easily comes completely out). Clean the stovetop and stove sides if possible. Replace any damaged or burnt drip pans. Replace any damaged or burnt elements and/or grates.
- Clean the range hood (above the stove).
- Clean the refrigerator top, sides and the area underneath. Remove the shelving inside and clean in hot water. Clean in between the door gaskets. Remove crisper trays and clean in hot water.
- Clean dishwasher (where applicable).
- Clean all cabinets and drawers (inside and out).
- Clean all vinyl flooring. All carpeting should be professionally cleaned (please turn in receipts to LRE), otherwise LRE will have carpets cleaned and deduct the charges from your security deposit.
- Do a thorough clean of the bathroom(s) walls. Plumbing fixtures, sinks, toilets and bathtubs should be free of grime and mildew.
- Replace smoke alarm batteries and burnt out bulbs as necessary. Clean light fixture lenses.
- Clean ceiling fan blades and bulb covers.
- Remove interior cabling and if applicable, call your satellite dish provider and have them remove the dish from the building.
- Report any and all damage in writing to LRE.

This letter, along with the Move-Out Charges list (available on our website), will serve as a guide in maximizing your security deposit return. We will return your security deposit less any lawful deductions for the cost of cleaning and repairs in excess of ordinary wear and tear. Your deposit will be mailed within 21 working days to the forwarding address provided.

Sincerely,

Polo Garcia
Property Manager

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