

Dear Resident(s):

We need to receive your dated move out notice informing us of your intent to vacate your apartment with at least 30 days in advance of your move out date. We know that on occasion, delays occur and residents need to hold over for a short period. Many times we can accommodate this but there are some instances that would pose a problem. If you think you need to hold over, please contact us as soon as possible to check the status. If you are currently on lease you will be held responsible until apartment is re-rented or your lease expires. Whichever comes first.

In order to make your move easier, here is a reminder list of move out items:

1. Please contact any utility companies that are providing you with service. Do not discontinue service until the 30-day period expires for your notice. If you cancel early, amounts will be deducted from your deposit. It is the tenant's responsibility to arrange access with the utility companies for final readings.
2. Clean the apartment, including the range and defrosting the refrigerator (Please DO NOT unplug the refrigerator). If you leave the apartment in the same condition that you found it, you should have no problem receiving your full security deposit.
3. Please remember that you are responsible for rent until keys are returned to our office or an agreed upon location.
4. The security deposit that you paid upon moving in is a damage deposit, and cannot be used for the last month's rent.
5. If you have not already given us your new address please be sure that we have it when you turn in keys in order for us to return your deposit. Within 30 days after Kohr Royer Griffith, Inc. receives your keys, you will receive your full deposit, a partial deposit or a statement itemizing the disbursement of your deposit.

Kohr Royer Griffith, Inc. appreciates your business and wishes you the best of luck in your future. If you ever are in need of rental housing again, please look us up.

Sincerely,

Kohr Royer Griffith, Inc.