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**3801 Mission Trace Boulevard**  
**Tallahassee, Florida 32303**  
**850.562.7441 (telephone)**  
**850.562.7300 (facsimile)**

## **Exit Letter**

**You have either indicated to us in writing that you will be vacating your unit.  
Please review the following 3 easy steps to a successful move out.**

**1) Review your lease.**

Make sure that you have followed all instructions regarding move out as stated in your lease agreement. If you are on a month-to-month leasing system, you must have given a written 30-day notice to vacate. If you have not given proper notice, you will be responsible for rental payment during the 30 notice period.

**2) Clean your apartment**

Make sure that your unit is in similar condition as to when you moved into the unit. This includes any repairs caused by tenant. It is your responsibility to cleaning your entire apartment including: carpeting, tubs, bathrooms, kitchens, cupboards, flooring, appliances (inside & out), windows, blinds, or anything else in your apartment. In addition, you must pull out your appliances to clean behind or under any area. Any cleaning services required by management following your move will be deducted from your security deposit.

**DO NOT** dispose of or leave bulk trash on the property or in the dumpster. Any furniture items, mattresses, appliances, TV's, or any bulky item is **YOUR** responsibility to dispose. If you leave your items on the property or in the dumpster(s) you will be charged accordingly.

**3) Return your keys**

Make sure to speak with management prior to your move. You will need to return your keys to the office. This includes apartment, laundry, fitness, pool, & mailbox keys. Unreturned keys will be billed against your security deposit. Finally, give your forwarding address in writing to the manager. Following your move, if any refundable portion of your security deposit is due, it will be forwarded to you within 21 days at your new address or you can pick it up at the leasing office

**Thank you in advance for your cooperation. Please let us know if we can be of any assistance.**