

MILLAN ENTERPRISES

We understand that you have given your 30-day notice to vacate. The purpose of this letter is to provide an option for you to schedule an "initial inspection" of the leased premises. During this inspection, we will identify any cleaning, defects, or conditions that justify deductions from your security deposit. This inspection is not mandatory, however we do strongly encourage that you consider this option. After the inspection, you will have the opportunity to resolve any issues prior to the termination of your lease agreement.

In addition, Millan Enterprises will perform a final inspection after you have completely vacated the leased premises. Please note that Millan Enterprises may make additional deductions from your security deposit to repair a defect or correct a condition:

- that was identified during the initial inspection and tenant did not repair or correct; or,
- that occurred after the initial inspection; or
- that was not identified during the initial inspection due to the presence of the tenant's possessions or other circumstances.

This is a formal notice that you have the right to be present at the final inspection of the leased premises. It is not required that you are present for either inspection, but if you fail to respond to this notice, you are hereby waiving your right to contest any damages assessed due to the condition of your unit.

The leased premises must be thoroughly cleaned prior to vacating. In the event that the premises is not cleaned per the following guidelines, charges may be deducted from your security deposit or owed if your security deposit is insufficient to cover the balance. Upon completion of your move-out inspection, Millan Enterprises will provide a comprehensive list of any presently ascertainable damages, sent by certificate of mail, to your provided forwarding address.

Please remember to keep utilities in your name until _____. If utilities are deactivated at any time prior to lease expiration, this will result in a \$200.00 termination fee along with any reconnect fees that are to be paid for reactivation. Lessee will be held responsible for all associated damages, charges and reconnection fees.

The prorated amount due will be \$ _____. This amount must be paid on or before the 5th to avoid any late charges.

Please contact the office during normal business hours at (931) 538-6049 if you would like to schedule a move-out inspection.

Move Out Checklist

We hope that you have enjoyed your home and wish you the best as you relocate. Below is a list of reminders to guide you through the move out process. If you wish to be present for the move out walk through please schedule a time with the office (931)538-6049.

- Once a 30-day notice has been submitted, an administrative fee for a minimum of \$150.00 will be added to the Lessee's account for the move out process. Fee must be paid in full prior to vacancy.
- Remember that all account balances must be paid in full prior to your move-out date. Unpaid balances will result in a forfeit of your entire security deposit. Any account that carries an unpaid balance after move-out will be subject to possible legal action against the lease holder and all occupants.
- All floors must be cleaned, any and all carpet must be professionally cleaned, and a receipt must be provided prior to the move out.
- All required utilities must remain active in your name until your 30 day notice has been completed and you have turned in the keys. If utilities are disconnected anytime prior to the termination of your contract you are subject to forfeiture of your entire security deposit. Your account will be charged for any utilities that are billed during your tenancy, including reconnection fees.
- Rent will be charged for every day until all keys are turned in to the office.
- Keys MUST be turned into the office. They cannot be left on the premises, no exceptions. You will be charged a trip fee if we have to go and retrieve them.
- All light bulbs, smoke detector batteries and thermostat batteries must be properly installed and in working condition.
- The air filter(s) must have been changed regularly and a new filter is present.
- All belongings (i.e. trash, furniture, bathroom products, kitchenware, fridge/freezer and cabinet food items) are removed from the interior and exterior of the unit. A minimum fee of \$250.00 will be added to your account for inappropriate disposal of any items or any items left behind.

We expect the property to be given back to us in the condition that it was given to you!

Living Room		Completed
Floors	Swept/Mopped:	Yes
All carpet	Professionally cleaned:	Yes
Walls	Have been wiped down:	Yes
Baseboards		Yes
Light Bulb(s)	Are all present and working:	Yes
Light Fixture(s)	Have been cleaned:	Yes
Windows	Glass & sills have been cleaned:	Yes
Blinds	Are present and in good condition:	Yes
Kitchen		Yes
Floors	Have been swept/mopped:	Yes
Walls	Have been wiped down:	Yes
Baseboards		Yes
Light bulb(s)	Are all present and working:	Yes
Light Fixture(s)	Have been cleaned:	Yes
Fridge	Has been cleaned:	Yes
Freezer		Yes

Stove Oven	Has been cleaned:	Yes Yes
Microwave	Has been cleaned:	Yes
Dishwasher	Has been cleaned:	Yes
Counters Cabinets	Have been wiped down:	Yes Yes
Sink	Has been cleaned:	Yes
Dining Room		
Floors	Have been swept/mopped:	Yes
Walls Baseboards	Have been wiped down:	Yes Yes
Light Bulb(s)	Are all present and working:	Yes
Light Fixture(s)	Have been cleaned:	Yes
Bedroom(s)		
Floors	Have been swept/mopped:	Yes
Walls Baseboards	Have been wiped down:	Yes Yes
Light Bulb(s)	Are all present and working:	Yes
Light Fixture(s)	Have been cleaned:	Yes
Closet	Is free of all belongings and clean:	Yes
Door(s)	Have been wiped down:	Yes
Bathroom(s)		
Floors	Have been swept/mopped:	Yes
Walls Baseboards	Have been swept/mopped:	Yes Yes
Sink/Vanity	Has been cleaned:	Yes
Toilet	Has been cleaned:	Yes
Shower Bathtub	Has been cleaned:	Yes Yes
Mirror	Has been cleaned:	Yes
Light bulb(s)	Are all present and working:	Yes
Light fixture(s)	Have been cleaned:	Yes
Miscellaneous		
Air filter(s)	Is new and properly installed:	Yes
<i>(If necessary)</i> Pest control	Property is free of any infestation:	Yes
<i>(If necessary)</i> Exterior upkeep:	Exterior of the property has been maintained as stated in lease:	Yes

This checklist does not encompass all cleaning requirements. Please refer to your original lease agreement for a more detailed description.