

Move Out Letter

Dear Tenant,

This letter is to serve as a guide and reference for your move out. Please complete this checklist to ensure return of the security deposit. Thank you for choosing FRST Properties. If you have any questions, please feel free to reach out to our office at frstpropertiesllc@gmail.com.

Move out checklist:

- ☐ Notify FRST Properties of your departure no later than 30 days prior.
- ☐ Schedule utilities for disconnect **7 days after** your move out.
- ☐ Ensure all personal property is removed from the property.
- ☐ Complete thorough cleaning of the property (professional cleaning recommended)
- ☐ Ensure the yard is mowed, weeds are pulled, and all trash is in the bin and placed at the curb.
- ☐ Ensure HVAC filter is serviceable or recently replaced.
- ☐ Schedule move out inspection and inform FRST Properties of your new address for security deposit return.
- ☐ Leave house keys in the microwave and ensure the doors are locked on your departure.

References:

Utilities: www.hsvutil.org

Company Website: www.frstproperties.com



FRST Properties Website

Sincerely,

Francis Kelly

FRANCIS KELLY
FRST PROPERTIES MANAGEMENT

