

Ariana 1, LLC.

90 Madison Street, Suite 106, Denver, CO 80206

Telephone: (303) 321-4987, Fax: (303) 321-4911

Move Out Form and Guidelines

• Introduction

This document provides guidelines for the full refund of your security deposit. We understand that move-out time is a hectic period and you have many things to take care. Our interest is to get the possession of the premises without incurring major expenses for either of us and ensure that you receive your full security deposit:

- A lease is a legal document and you are required to pay make the specified rental payments even if you no longer occupy the premises. By moving out (even out of state) you are not relieved of your obligations and responsibilities. All leases require a 30-day notice for any action on the part of tenant (e.g. move-out), or landlord (e.g. rent increase). A 30-day notice by either party must be given at the beginning of the month only (whether on month-to-month or term tenancy). We usually contact you 60 days prior to your lease expiration concerning an extension.
- Move-out day is the day the tenant meets with the owner or his representative, has a walk-through, and hands the keys over. The walk-through is optional and is the tenant's responsibility to arrange it. Otherwise, the tenant must trust and accept the judgment of the owner as to the condition of the premises and what it takes to bring it to rentable condition. We strongly prefer that the tenant be present during the walkthrough.
- A deposit is **NOT** the last month's rent. The rent for the last month of the lease is due on the first and is considered late, and will accumulate late fees, if it is not paid by the due date.
- Basically, the premises must be left in move-in condition. If this is not the case, we will have the premises cleaned and brought up to acceptable condition and deduct the costs from the deposit. To avoid any surprises, we can do a pre-move-out walk through, and advise you as what needs to be done to achieve move-in condition. We can refer you to people who do professional cleaning at very reasonable rates. This will not replace your final walk through.
- All outstanding charges (including accumulated late fees and charges for keys) will be also deducted from the deposit.
- The balance of the deposit with a statement of deductions, if any, will be refunded within 60 days from the move-out day.
- **All exceptions must have been noted at move-in time.** The argument that "the place was not clean when I moved in" is not acceptable.

• Kitchen

- Clean all cabinets including removal of all contact paper.
- Tile floors must be cleaned with non-abrasive cleaner, preferably a weak vinegar solution.

• Bathrooms

- The bathroom(s) must be cleaned including toilet, sink, tub, cabinet, and floor. We have a local company that charges between \$75.00 to \$85.00, depending on the size of the apartment.
- Tile floors must be cleaned with non-abrasive cleaner, preferably a weak vinegar solution.

• Rooms

- The carpets must be cleaned including shampooing by a professional cleaner.
- Hardwood floors must be cleaned according to directions given by owner. Most hardwood floors can be cleaned with a damp rag. Do not use any kind of wax or Murphy's oil.
- Blinds must be cleaned and all slats washed. They can be done by simply hanging them outside and washing them with a hose.

• Walls

- All picture hangers must be removed. Do not fill the holes. Repainting is not required. Large holes and other damages must be repaired and painted.
- All dirt spots, such as crayon mark or visible scratches, must be removed.
- Tenant-installed wallpaper must be removed and any damages repaired
- All walls must be washed and stains removed.

• Appliances

All appliances must be left in clean condition. They include, as applicable, stove and oven, dishwasher, refrigerator, washer, and dryer.

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Date

Dear Ms.

We have received your notice of your intention to vacate your apartment by 12:00 Noon, **TBD**. Please consider the following:

- The apartment must be cleaned according to the attached cleaning guidelines. If applicable, the carpet must be shampooed professionally. Hardwood floors must be cleaned with lightly damped mixture of water and vinegar. Do not use any polishing solutions.
- Delivery of the apartment consists of removing all personal belongings from the apartment and returning the keys to us. You must call us at 303-321-4987 to schedule delivery on or before your move out date. Until such time as that the apartment is totally vacated and keys are returned to us you will continue to accrue rent.
- Please leave us a forwarding address so that we may return your security deposit less any charges or amounts due. Our records indicate that we have a security deposit of **amount**. Per your lease agreement your deposit, less any cleaning and other charges, will be refunded within 60 days of delivery of the apartment. Per terms of your lease and laws of State of Colorado the security deposit cannot be applied towards the last month's rent.
- We will be showing your apartment to potential tenants, but we will try to contact you before we schedule a showing.

Please feel free to contact us at the above telephone number with any questions or concerns. It has been a pleasure having you as a tenant.

Sincerely,

A handwritten signature in black ink, appearing to read "Mohsen Pazirandeh".

Mohsen Pazirandeh, For Ariana-1, LLC