



Cabell Reid, LLC.
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Move-Out Letter

Dear Tenant,

We hope the following information will assist in making your move-out as smooth as possible. Please feel free to contact us if you have any questions.

Preparing the Property for Showing:

Since you will be moving, the property will need to be shown for re-lease or sale. In order to accommodate showings, a lockbox will be installed at the property. During this period, prospective tenants or buyers will be viewing the property. Please call our office to discuss the best way to show the property and minimize any disruption to you. Thank you in advance for taking the extra time to make the property shine.

Forwarding Address and Telephone Number:

Please provide us with a forwarding address and telephone number before moving out of the property. We will need this contact information to forward mail, return your security deposit, and discuss any outstanding items resulting from your move.

Returning the Property:

As stated in the lease, Tenant will, upon termination of this Lease, surrender the premises and all personal property of the Landlord in good and clean condition, ordinary wear and tear excepted. Tenant will leave the premises in good and clean condition, free of trash and debris, and have all carpets professionally cleaned providing a receipt at time of move-out. Tenant will not paint marks, plaster holes, crevices or cracks; or attempt any repair of the premises without Landlord/Agent's prior written consent. If cleaning and removal of trash is not accomplished by the tenant, or if the premises are not left in good and clean condition, then any action deemed necessary by the Landlord/Agent to accomplish same shall be taken by the Landlord/Agent at the Tenant's expense.

Keys:

Within twenty-four (24) hours after vacating the property, you must return all keys. If you fail to do this, you will be charged for having the locks changed. You will also be considered to be in possession of the property and charged rent until the keys are returned.

Move-Out Fees:

If the property is part of a condominium building or cooperative, please check the Rules and Regulations regarding move-out instructions. Please coordinate directly with the building manager all details and fees to be paid prior to move-out.

Utilities:

Prior to vacating the property, we request that you call the appropriate utility companies to obtain a final reading. Please coordinate with Cabell Reid LLC the date for the utilities to be transferred.

Do not have the utilities shut off!

ELECTRICITY:	PEPCO (DC & MD)	202-833-7500
	Dominion Power (VA)	888-667-3000
GAS	Washington Gas (DC, MD & VA)	703-750-1000
WATER/SEWER	DC Water & Sewer	202-354-3600
	MD (WSSC)	301-206-4001
	Arlington, VA	703-228-3636
	Alexandria, VA	703-549-7080
	Fairfax County, VA	703-698-5800
	Falls Church, VA	703-248-5071

Final Inspection:

The final inspection is for the purpose of documenting the condition of the property after you have moved out. As stated in the Lease, the inspection shall occur within five (5) days after you vacate the property. Before the inspection takes place, all personal property should be removed and cleaning completed. Move-out inspections are conducted between 9:00am and 3:00pm, Monday through Friday. If you wish to be present, please contact our office for the inspection date and time. Approximately two weeks after the move-out inspection, you will receive a list of damages discovered at the inspection.

Security Deposit and Damages:

The Security Deposit, less any deduction for damages, will be forwarded to you within forty-five (45) days of the expiration of the Lease. In order to receive a full refund of your security deposit, all rent and outstanding utility bills must be paid. The property must be clean, free and clear of all trash and debris, and any damages repaired. We recommend that special attention be given to the kitchen, bathrooms, and yard as these are areas where tenants most often lose some or all of their security deposit.

In the future, if we can help you with property management, leasing, or sales, please let us know.