

FERGESSEN MANAGEMENT LTD.

PO BOX 245 S. ROYALTON, VT 05068

802-763-7716 rent@fergessen.com

re; Lease end details (See lease for move-out date.)

Dear Tenant,

The end of the lease year is fast approaching and we want to communicate with you on all the issues regarding the end of the lease, moving out, and the return of security deposits. We realize that this might be a (beyond) busy time for you. This letter is intended to clarify all the issues and ensure that your departure is pleasant and that you receive your security deposit promptly. **If you have any issues, please contact us ahead of time – do not wait until you are moving out.**

Issue #1 – LAST MONTH'S RENT AND SECURITY DEPOSIT

Per your lease: "TENANT may not use this security and damage deposit as the last month's rent without LANDLORDS' prior written permission and then only after vacating, return of the key(s) and inspection of the unit by LANDLORD."

We would prefer to return your deposit before you leave the are, however if not, you must provide your forwarding address. In VT, landlords have 14 business days to return your deposit. It is also your responsibility to turn off all utilities not included with your rent and pay them in full. Please contact the designated service providers to arrange this directly.

Their contact numbers can be found here: fergessen.com/resources

Issue #2 – TRASH

All trash from your move out must be placed in garbage bags and put in the dumpster provided. All furniture and other large items being disposed of are not household waste, and must be removed from the premises and disposed of by you.

We will cover any costs for large items disposed of ONLY BY PRIOR APPROVAL, otherwise, disposal will be at your expense. Large items, electronics and furniture are NOT to be disposed of in or next to the dumpster. If you do not make arrangements with us via email, or letter, it will be your responsibility to bring large items to the landfill, etc. We can often pass along items (in good-excellent condition only) to other tenants. Questions? Please call us to problem-solve!

Issue #3 – CLEANING

All appliances must be completely clean, both inside and out. Cabinets must be empty and clean inside and out. *You may leave any unopened non-perishable foods on the counter and we will collect and deliver to the local food shelf, not needlessly filling the dumpster!* Showers, tubs, sinks, toilets, and cabinets must be completely cleaned using an appropriate (non-damaging) cleaner. All floors, windowsills, closets, shelves, etc. must be vacuumed or swept clean. Any dirt or stains must be removed from the floors. Bathroom and kitchen floors should be washed if they are tile or linoleum. All trash, personal belongings, and cleaning materials should be removed and properly disposed of. All porches and decks should be cleared of all items and swept clean. Areas adjacent to the deck and porches should be cleared of bottle caps, trash, cigarette butts, etc.

FOR WORK NOT COMPLETED you will be charged a cleaning rate of \$30.00 per hour, plus cleaning materials.

If your unit has carpeting and there are stains that have occurred during your tenancy, please have your carpets cleaned. Improper cleaning can set a stain in the carpeting and necessitate its replacement. Carpet cleaning costs, if we must order them at the end of your lease, are substantially higher. **If you are a pet owner...** Your **PET ADDENDUM** notes your obligation to provide : "rugs shampooed, and fleas or other pet-related bugs exterminated" at lease end.

Issue #4 – LEAVING YOUR UNIT IN EXCELLENT CONDITION

Undamaged means no burns, cracks, or holes in the walls or floors. It means no damage to or missing parts from any appliances, doors, windows, or other structures of the apartment. This includes cracks in any glass doors or windows. If damage to walls or floors has occurred, please contact us ASAP. If repairs are not professionally done, they may be required to be redone at your expense. Deductions from your deposit ARE preventable, however, less so if a problem is discovered after your move.

Issue #5 – MOVING AND CLEANING MUST BE COMPLETED BY THE LAST DAY OF YOUR LEASE

While we would like the opportunity to inspect the premises prior to your moving (in case additional repair/cleaning needs to be completed), we cannot always do so. If you are leaving early, please make arrangements with us before hand so a "release" can be issued, any balance adjusted and your account closed. Upon leaving, keys should be left on the counter with your forwarding address and the door left unlocked. Once our inspection of your "clean and undamaged" apartment is complete, we will refund the deposit due within 14 days.

We hope that your move goes smoothly and we truly wish you the best of luck!

The Staff of Fergessen Mgt., Ltd.