

To the tenants of the property at \_\_\_\_\_:

We are in receipt of your 30 day notice for the property referenced above. In accordance with our lease agreement, we take possession of the property at 12 noon on \_\_\_\_\_. Please make an appointment for final inspection (walk-through) before 12 noon on \_\_\_\_\_.

In preparing the property for final inspection, please use the following guidelines:

1. BATHROOM(S): sinks, commodes, bathtubs, showers, and floors should be cleaned with disinfectant cleanser. Be sure the floors are mopped.
2. ALL baseboards, woodwork around windows, inside doors, and blinds should be wiped with a damp cloth and free of dust/dirt. Ceiling fans should also be cleaned and free of dust.
3. ALL floors should be VACUUMED AND MOPPED. CARPET SHOULD BE VACUUMED AND CLEANED.
4. KITCHEN APPLIANCES: Refrigerator should be completely empty, free of food, etc. When cleaning the refrigerator, food that has been spilled or stuck to the shelves or drawers should be removed. The stove eyes and oven should be free of food and cleaned with Easy Off, and hand cleaned if oven is not self-cleaning.
5. DAMAGE to walls will be assessed during the walk-through. If repairs to wall need to be made, and painted; a determination of cost will be made if applicable.
6. ALL GARBAGE should be removed from inside. Garbage must be put in the garbage can and set on the street. The city will not pick up furniture or bagged garbage left on the side of the street.
7. YARD should be mowed and shrubs trimmed neatly.

The property should be ready to show; we will call ahead for an appointment. It is important that we have your cooperation in making a convenient time to show the property. Thank you in advance for your assistance.

Respectfully,

Harold Shackelford

