

March 17<sup>th</sup>, 2006

Jean & John Johnson  
175 East County Road B2, Unit XXX  
Little Canada, MN 55117

Re: Final Instructions

Dear Jean and John,

It has been a pleasure having you as tenants for the past XX years. I hope you had an enjoyable stay here and wish you much luck in your future endeavors.

Most tenants have a lot of questions with respect to moving out and I want to make sure your transition out is successful. The following are the final instructions that you need to follow. As always, if you have any questions, please feel free to call me at (651) 765-1851.

**Move Out Date:**

You are scheduled to move out of the rental property on 03/31/2009. I may have other tenants moving in the next day and will need time to have the property professionally cleaned, so please make sure you are completely moved out by 12:00 PM. Do not wait until the last minute. It will take longer than you think to move!

**Surrender of Possession:**

You are responsible for payment of the rent on the entire premise until possession of the premise, not just your room, is returned to me. You are required to move out on or before the move out date and must complete all payments due along with return the keys to me. If you are sharing the property with other tenants, you are equally responsible for the proper surrender of the rental and payment of all bills.

**Keys:**

All keys need to be returned to us immediately upon your vacating the premise.

**Documents:**

All documents that had been provided to you, must be returned to us immediately upon your vacating the premise: by-laws and rules and regulation of the Association + any user manuals for the appliances.

**Cleaning:**

I expect the premise to be left empty and clean. There should not be any personal property in the premise. This includes food in the kitchen, furniture, clothes, mattresses, books or anything else. Floors must be swept or vacuumed and the stove, refrigerator dishwasher and bathrooms must be thoroughly cleaned. Please make sure you check all rooms, closets and cabinets for your belongings. Failure to properly clean the property will result in deductions from your security deposit.

**Garbage:**

Do not leave unwanted things or trash on the property or piled around the trash cans. Anything that cannot be put into the trash can with the lid closed must be removed by you. If you have large items to dispose of such as furniture, you must call the city to inform them before you put it on the curb. You will still be held responsible for all city violations for any garbage that is improperly stored.

**Repairs:**

You will be charged for any damages that occurred during your use of the property. Sometimes, it is more costly for us to have repairs made than it would cost you to complete it. To limit deductions from your deposit, make sure you replace all light bulbs that do not work, install batteries in smoke detectors, have any broken windows professionally repaired and do a complete and thorough cleaning of the entire property.

**Storage:**

There will be no storage of personal property allowed. You must remove all of your belonging from the property immediately upon vacating. Anything left behind will be considered abandoned and immediately discarded. If this occurs, you may be charged for having this item discarded. Please make sure the premise is vacant after your move out date. If you made arrangements with the new tenants to leave furniture, you must notify us ahead of time or it will be discarded.

**Unpaid Bills:**

If you have any unpaid bills due to rent shortage, utilities or other charges, they will be deducted from your security deposit. Should the amount of your unpaid bills exceed the amount of the deposit, you are still responsible for the entire amount. You must pay any shortage immediately.

**Security Deposit Refund:**

Your deposit will be available with 21 business days after you vacate the property and return the keys to me. Only after you have completely vacated the property will a damage and cleaning assessment be completed. Your deposit will be returned in full minus any unpaid bills, and charges for damage or cleaning.

A single check will be made payable to the one individual who paid the damage deposit when you took possession of the property unless I am provided written instructions ahead of time.

Thank you for your assistance in this matter.

Should you need more information, please feel free to contact me at 651 765-1851 or at [twin-cities-condos@yahoo.com](mailto:twin-cities-condos@yahoo.com)

Sincerely,

Alain Berthelot.