

Birch Management, Inc  
1118 Grecale Street  
Greensboro, NC 27408

[CURDATE]

[CUSTINFO("firstname")] [CUSTINFO("lastname")]  
[CUSTINFO("street1")] [CUSTINFO("street2")]  
[CUSTINFO("city"), [CUSTINFO("state")] [CUSTINFO("zip")]

Dear [CUSTINFO("firstname")] [CUSTINFO("lastname")]:

Our records indicate that you will be moving from your home at [CUSTINFO("street1")] [CUSTINFO("street2")] on, or before, [CUSTINFO("moveout")]. We want to make your move as easy as possible by providing this courtesy reminder of items contained in most of our leases.

As a reminder, depending on the terms of your lease, the following may be required prior to the end of your lease term:

- Remove all personal property, including any trash generated
- Professionally clean all carpets, if it is required in your lease, **submitting the receipt with the keys**
- Vacuum all hardwood floors and mop all vinyl and/or tile floors
- Wash cabinets inside and out
- Clean all appliances, inside and out
- Clean all areas of home, including baseboards, window sills, door frames, and light fixtures
- Replace all furnace filters with new ones
- Mow yard, trim shrubs (if applicable) and remove all debris from the exterior of the premises
- If pets were present, a professional flea treatment is required- **submitting the receipt with the keys**
- Secure all windows and doors before vacating
- Return home keys, garage door openers, and mailbox keys, if applicable, to our office
- Be sure to notify us of your new address so we may forward your security deposit to you
- If the home has an oil or propane tank, please contact us for further instructions

**All keys, receipts, and other required items must be submitted to our office at 1118 Grecale Street, Greensboro, NC or 1101 North Main Street, Suite 203, High Point not later than 8:30am the day after your lease ends. Please note that leases do not allow for daily tenancy and you could be responsible for an entire month's rent should you not vacate on time.**

We are certain that you wish to receive your entire deposit back, and it is much easier for us to return your entire deposit than have to deduct items from it. Please keep in mind that damage and the costs of non-fulfillment of the lease terms might be deducted from your security deposit. Your security deposit refund will be processed within 30 days from the end of your lease term.

Please do not hesitate to contact us by telephone at 336-288-6997, fax 336-272-2575 or by e-mail at [resident@birchmanagementinc.com](mailto:resident@birchmanagementinc.com) should you have any questions. With best regards, we are

Sincerely,

*Birch Management, Inc*

enclosure

Please provide the following information below:

Name deposit check is to be made out to: \_\_\_\_\_

Forwarding street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Please tape your keys below and return to our office located at:  
1118 Grecale St, Greensboro, NC 27408 or 1101 North Main Street, Suite 203, High Point, NC 27262

[CUSTINFO("firstname")] [CUSTINFO("lastname")]  
[CUSTINFO("unitstreet1")] [CUSTINFO("unitstreet2")]

Key Code: [UUSER("Key Code")]

House keys:

Mail box, other keys: