

Birch Management, Inc  
PO Box 9542  
Greensboro, NC 27429

[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")]. Please read the following very important information.

As a reminder, per the terms of your lease, the following must be performed prior to the end of your lease term:

- Remove all personal property, including any trash generated
- Professionally clean all carpets, **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**
- Make arrangements to satisfy water and other utility bills within 10 days of vacating home and **forward a receipt from the water department, if applicable, showing a \$0 balance.** There will be a \$50 service fee to verify this information should a receipt not be provided.
- 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 within 24 hours of vacating the premises, or they will be charged to your security deposit. If keys are not turned in by 8:30am the day following your lease end date, you will be charged pro-rated rent for each day until keys are reserved.**

Our goal is to refund your entire security deposit to you, but keep in mind that any items listed above that are not performed within the time frame or manner set forth 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 [info@birchmanagementinc.com](mailto:info@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

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

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

House keys:

Mail box, other keys: