



February 24, 2011

«Tenant1»  
«Tenant2»  
«Tenant3»  
«Tenant4»  
«Tenant5»  
«Tenant6»  
«Tenant7»  
«Tenant8»  
«PropertyAddress»  
Bloomington, IN «Zipcode»

**RE: MOVE OUT INSPECTION FOR «PROPERTYADDRESS»**

Dear Residents,

It has been nice to rent to you! We have scheduled your move out inspection to be conducted on «EndDate» at \_\_\_\_ PM. Though you are not required to be at this move out inspection, you are more than welcome to join us. Unfortunately we cannot reschedule the date or time of your inspection due to staffing constraints and a high inspection volume during this time of year.

Per your lease, your last month's rent is \$«LastMonthRentAmount».

**Please read the enclosed brochure...**

This brochure provides information on returning your keys and Parker Real Estate Management parking permits. It also outlines our expectations for cleaning and the costs of cleaning services if we must clean on your behalf.

**If you pay your own utilities...**

Make arrangements with the electric, gas, and water companies to transfer utility service out of your name and into the name of Parker Real Estate Management on the last day of your lease. Please provide our office with proof of payment for your last water bill. We must have this to process your security deposit refund.

**Please provide your forwarding address in writing on the enclosed card.**

Your security deposit refund will be mailed within 45 days of the end date of your lease to the address you provide. It will be refunded as shown on your Security Deposit Form that you signed with your lease.

If you have any questions, please feel free to give me a call at (812) 339-2115, Monday–Friday from 9AM-5PM.

Yours truly,

*Candi Mullis*

Candi Mullis  
Maintenance Coordinator  
[cmullis@parkermgt.com](mailto:cmullis@parkermgt.com)

Enclosures: Move Out Instructions Brochure

## Forwarding Address Card