

## **Whitebridge Apartments**

Manager - Apt 1  
4002 Whitebridge Drive  
Greenville NC 28590  
(252)-756-9181

Email : [manager@whitebrigeapts.com](mailto:manager@whitebrigeapts.com)

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Moving time is always a busy time and you will have lots of things on your mind now that you have given notice you are moving. One of those things undoubtedly is how to get your deposits back promptly. In your case, they amount to \$ \_\_\_\_\_ .

Contrary to what some tenants believe, we WANT to return your deposits and we WILL return them to you so long as you leave your place "reasonably cleaned and undamaged." That's what your rental agreement says and that's what we will do. You're probably wondering, however, what "reasonably clean and undamaged" means, so we'd like to tell you how we interpret it and tell you also what you should do to get your deposits back.

"Reasonably clean" to us means as clean as you would leave your dwelling if you knew your best friend or your favorite aunt were going to move in after you. To get it that clean, we expect you to clean the appliances, stove hood, and cabinets (under sinks too) both inside and out; remove all non-adhesive shelf paper; use an appropriate cleanser on the showers, tubs, toilets, sinks, mirrors, and medicine cabinets (inside as well); dust the ceilings (for cobwebs), baseboards, window sills, and closet shelving; wash the kitchen and bathroom walls and spot-clean the walls in the other rooms; scrub the floor tile or linoleum; sweep the entry and patio; remove all personal belongings (including clothes hangers and cleaning supplies); and dispose of all trash. PLEASE DO NOT SHAMPOO THE CARPETS! We prefer to do this cleaning chore ourselves, and we will not deduct anything from your deposits for our doing them.

"Reasonably undamaged" to us means that items which we have supplied you should not be missing (including light bulbs) or broken; that there should be no new bumps, cracks, chips, or holes in the dwelling or its furnishings; and that the paint on the walls should be sufficient to last at least two years from the time they were last painted. PLEASE DO NOT REMOVE ANYTHING YOU HAVE ATTACHED TO THE WALLS OR CEILING WITHOUT FIRST TALKING TO US, and please try to avoid nicking the paint in the halls and doorways as you move things out.

Please note that until you have returned your keys, you have not "officially" moved out, and you are still liable for paying rent. Make sure that you give us your keys as soon as you move out.

After you have moved out, we will inspect your dwelling to check it for cleanliness and damage. We will refund all deposits owed to you within 30 days of moving.

We expect you to have moved out completely by \_\_\_\_\_. Because we are making arrangements for new tenants to move in after you move, we would appreciate hearing from you immediately if your moving plans should change.

We hope your moving goes smoothly and we wish you happiness in your new home.

Sincerely,

Whitebridge. Management