



## CHERRY BLOSSOM PROPERTY MANAGEMENT

Cherry Blossom Property Management, LLC  
6401 Rock Forest Drive, #104  
Bethesda, MD 20817

July 26, 2018

John Doe  
1234 Sample Road  
Bethesda, MD 20814

Dear John Doe,

Our records indicate that you will be moving from your home at 1234 Sample Road Bethesda, MD 20814 on, or before, August 1, 2018. 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 6401 Rock Forest Drive, #104 Bethesda MD, 20817 no later than 5:00 PM the day 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 45 days from the end of your lease term. Please do not hesitate to contact us by telephone at 301-442-2306 or by e-mail at [info@cherryblossompros.com](mailto:info@cherryblossompros.com) should you have any questions.

Sincerely,  
Cherry Blossom Property Management, LLC