

# Dominion Properties Virginia LLC

3420 Pump Road · Suite 222 · Richmond, Virginia 23233

Tel: (804) 360-1566

Fax: (804) 364-2622

[www.dpva.com](http://www.dpva.com)

Dear Tenant:

We have received your 60-day notice of intent to vacate the property you currently occupy. We will begin the process of showing the property and placing signage, and will coordinate with you to arrange appointments for showing the property as stated in your lease agreement.

Listed below are some general guidelines for you to follow in order to ensure a smooth move-out process, and the maximum return of your security deposit.

1. Pay any outstanding late fees, repair bills, rents, pet fees, etc. Any unpaid balances will be reported to all credit bureau's and collection agencies.
2. Clean the entire house both inside and out:
  - a. Professionally clean carpets throughout the entire house and provide the invoice/ receipt to our office with your keys prior to walk-thru inspection. Self cleaning will not be accepted. (*If you require a referral to find a suitable contractor- the office can provide you a contact number for the contractors we utilize most often- who may be able to offer you the same discounts that we receive for their services.*)
  - b. Clean Stove/Oven completely; leave the oven burner pans either new or like new. Leave glass, chrome and enamel surfaces clean, shiny and free of grease.
  - c. Leave all lights at the property working with proper type and wattage bulbs for each fixture.
  - d. Leave all baseboards and floors clean.
  - e. Clean the refrigerator inside and out. Replace the water filter (if applicable) and provide receipt with key package prior to walk-thru inspection. Leave refrigerator turned on after cleaning.
  - f. Clean inside of all cabinets and drawers. Clean outside surfaces of all cabinets and drawers. Clean all countertop areas.
  - g. Leave a clean air conditioning filter in each return grill or each unit as required. If there is any problem with odor from pets, smoking or cooking- have the property and the air conditioning system deodorized professionally and provide a receipt to the office with your key package.
  - h. Have the fireplace and chimney professionally swept and cleaned. Provide receipt with key package (if applicable).
  - i. All holes in walls (nail holes or others) must be patched and painted to match. If you require a referral- the office can provide you a contact number for the contractor we utilize- who may be able to offer you the same discounts that we receive for services. You may perform these repairs yourself- but be sure that you utilize the same paint type, sheen, and/or mixture so that the repair work blends in without any trouble. These repairs can be difficult to match- so using a professional may be the least costly alternative.
  - j. In the last week prior of tenancy- leave the yard mowed and raked with driveway, walkways, and streets edged (if applicable).
  - k. Leave bushes and shrubs cut back to the condition received. Remove any debris and/or leaves or garbage from property.

- l. Professionally clean out all roof gutters- Provide receipt with keys (if applicable) prior to walk-thru inspection.
- m. Remove all trash and debris from property. Remove all belongings from the inside and outside areas of the property. All trash cans located on property should be empty prior to end of tenancy.
- n. Sweep out garage, porch, patio as well as the driveway and all walkways.
- o. If applicable, leave pool clean and chemically balanced.
- p. If applicable, leave hot tub drained and cleaned.
- q. Clean all bathrooms thoroughly- remove any stains or other mold/mildew from surfaces. Tile and grout to be cleaned, soap film and marks to be removed.
- r. Report any carpet stains or damage, wall damage and/or excessive wear, pet damage or any other property damage of any kind to the office well in advance of your move-out date. This will allow us to determine what steps will be necessary to make corrections and/or repairs. Lost rental days due to repairs being made after move-out will be billed to the departing tenant, as these repairs will delay new tenants from moving into the property.
- s. Tenants who had Pets- Provide the copies of the last two (2) receipts for Flea/Tick Control Medication purchased and/or the last two (2) Veterinarian bills for Flea/ Tick services provided as stated in the lease agreement. When all carpets are professionally cleaned- Pet Odor service must also be provided, performed and warranted by licensed contractor as part of cleaning.
- t. Return all Pool Passes, Mail Box keys, Garage Door Openers and/or Parking Passes with your keys- in the same package.
- u. Clean all windows and blinds throughout the house.
3. Leave utilities on thru the day following the last day of your lease agreement as stated, and request that they be turned off on the next business day following termination of your lease agreement to facilitate the property inspection- and the return of your deposit. Not doing so will result in a charge to your deposit for utilities turn-on.
4. Provide forwarding address in writing to our office for the mailing of your Security Deposit.
5. Return your keys on the last day of your lease by Certified Mail to Dominion Properties Virginia LLC. Ensure that the package is postmarked on the last day of lease and is sent with tracking services requested. In person turn-in of key package can be arranged with the office.

The property will then be inspected when it is completely empty and you will receive information concerning your deposit within the allotted timeframe as per your lease agreement. This list of things is intended to help guide you in getting back all of your security deposit. The cost can be considerable if we have to do any of the work listed above, as we will have to hire outside contractors to perform these services.

If we can be of any assistance, please call our office at (804) 360-1566.

We have enjoyed serving you during your stay with us, and wish you the very best in your future endeavors!

Sincerely,

***Dominion Properties Virginia LLC***

Please return this form to our office as soon as possible!  
All Tenants required to return completed form w/ signatures for Deposit Refund.

**Mail to: Dominion Properties Virginia LLC**  
3420 Pump Road – Suite 222  
Richmond Virginia 23233

Send Security Deposit To:

**Tenant #1:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

New Address and Apartment #: \_\_\_\_\_

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

Date of Actual Move-Out (Last Day at Property): \_\_\_\_\_

Signature: \_\_\_\_\_

**Tenant #2:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

New Address and Apartment #: \_\_\_\_\_

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

Date of Actual Move-Out (Your Last Day at Property): \_\_\_\_\_

Signature: \_\_\_\_\_

**Tenant #3:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

New Address and Apartment #: \_\_\_\_\_

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

Date of Actual Move-Out (Last Day at Property): \_\_\_\_\_

Signature: \_\_\_\_\_

**Tenant #4:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

New Address and Apartment #: \_\_\_\_\_

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

Date of Actual Move-Out (Last Day at Property): \_\_\_\_\_

Signature: \_\_\_\_\_

