

Clean-up and Large Item Removal Reminder

Date: _____

Dear _____,

Now that you have given us notice of your Intention to Vacate, you will be in the process of packing your belongings. Please use this time before vacating to discard any of your personal property that you will not be taking with you. Large items may require special arrangements for their removal, such as scheduling "Special Pick Up" from the Department of Sanitation, etc. Please keep in mind that these arrangements need to be made as soon as possible to avoid leaving the premises with accumulations of materials and debris.

In the event that you vacate, abandoning personal property or junk on the premises or in front of the property, you may be held responsible for the cost of removal for those materials. It is our intention to (and we know it is yours too) have a clean livable rental inside and out, to present to the new tenants on their move-in day.

We know how difficult it can be to be moving, so please accept our best wishes and thanks for all your cooperation.

Sincerely,