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Dan Fonfara (402)430-9415 •Patty Fonfara (402)601-5088
P.O. Box 22226 Lincoln, NE 68542

Dear Tenants of _____,

Since you have given us notification of your intent to move out, we want you to be assured that we intend to return as much of you \$_____ deposit as reasonably possible. In order to receive your security deposit refund in a timely manner, we need your cooperation. Please address any concerns you may have about assessing the difference between “normal wear and tear” and “damages”. If possible we will make arrangements with you to inspect the property for cleanliness and damages, deducting for those items that are warranted.

-Keys need to be left at the house and bedroom keys need to be placed in the correct bedroom locks. In outlining the conditions for the return of your deposit, please refer to the Damages Charge-move out price listing and the Rental Agreement. These documents state the responsibilities of the Tenants. We will further define what “Reasonably Clean and Undamaged” means to us. Tenants are not allowed to fix any damages due to negligence to the property, tenants are not allowed to paint or make repairs to the properties.

We will have the carpets sanitized, deodorized, cleaned, and have any stains removed. Additional charges may be applied due to pet stains and odor. The cost will be incurred by the tenants and deducted from your deposit, as stated in the lease agreement.

“Reasonably Undamaged” means that items which we have supplied should not be missing or broken, and should be in working order.

- all light bulbs and smoke detector batteries should work
- no burns, chips, dents, or holes in the dwelling or its furnishings
- screens, windows, mini blinds should be intact with no holes, tears, or broken glass (including storm doors & windows.)

We have attached a cleaning sheet to the back side of this letter to help guide you in our expectations in what needs to be cleaned. We need to have the following items finished by the end of the month if not before. There is a minimum \$25/hr charge for cleaning for the first person and a \$15/hr for the second person hired to clean. There is a \$35/hr charge for labor to make repairs, paint, and to get the property in move-in ready condition. Other fees may apply if the house is occupied until the last day of the month and work has to be done in the evening hours.

Because we are making arrangements for new tenants to move in and getting the place cleaned and/or painted, please let us know immediately if anything should change with your moving plans.

Thank you for renting from us.

Patty Fonfara – Landlord
Dan Fonfara- Landlord

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