

Dear Forum Resident and Guarantor:

Our records indicate that your lease is ending on July 31, 2010 and you are preparing to move out of the Forum. If you believe this information to be incorrect, please contact us immediately by sending an email to forumdentonmgr@greystar.com.

We would like to thank you for choosing the Forum at Denton Station to be your home this past year. We are sad to see you go and look forward to meeting your housing needs again in the future. This packet contains the following: move-out letter, replacement/repair charge list, cleaning charge list, apartment clean-up procedures, and a move-out envelope for you to return your keys and remote. Please read all the contents carefully and follow the instructions:

- All keys and remote are due on JULY 31st. Attached is MOVE-OUT envelope to make this process easier for you. You may mail them to us after July 20th but we must receive them by Saturday, July 31st to avoid charges. If you are mailing, we recommend that you send with some type of return receipt as we will be getting hundreds of keys that week.
- You must clean your apartment, remove any trash and personal belongings, and turn in keys by July 31st (please see the attached apartment cleaning instructions). You can be charged additional "holdover" fees if you are not out of the apartment by JULY 31st. These charges are very expensive and we want to help you avoid this. Please make sure you are completely out by JULY 31.
- Apartment inspection is on August 1st. We will be walking your apartment to assess the apartment's condition on Sunday, August 1, 2010. You DO NOT have to be present during this inspection. However, if you would like, you may make an appointment for us to inspect your apartment with you on August 1st. These appointments must be made by July 26th to assist us in this process. Please see the attached cleaning and damage charge lists.
- **CHARTER EQUIPMENT IF YOU HAVE A ROOMMATE STAYING IN THE APARTMENT:** If you have a roommate who is renewing the NON UPGRADED LIVING ROOM equipment will stay in the apartment, even if it is checked out into your name. Charter will be transferring any LIVING ROOM NON-UPGRADED CABLE BOX and the INTERNET MODEM into the Forum's name. However, any UPGRADED equipment checked out in your name AND/OR your bedroom cable boxes will need to be turned in. Charter will be available at the Forum on July 28, 29, and 30 to make this process easier from 9:00am to 5:00pm.
- **CHARTER EQUIPMENT IF ALL ROOMMATES ARE MOVING OUT OF THE APARTMENT:** All equipment, CABLE MODEMS AND ALL CABLE BOXES, will be turned into Charter. Charter will be available at the Forum on July 28, 29, and 30 to make this process easier from 9:00am to 5:00pm.

This information will also be posted on the website. Please feel free to call the Forum office at 940-566-2146 if you have any questions.

Thank you, Forum Management

(See reverse side for possible damage charges.)

REPLACEMENT/REPAIR CHARGES

The following is a list of charges for repair and/or replacement to items in your apartment after move out. If any items are missing or damaged to the point that they must be replaced when you move out, you will be charged the current cost of the item, plus labor and service charges.

The following charges will be deducted from your security deposit or owed to us if your security deposit is insufficient to cover the charges. The prices given for the items listed below are average prices only. If the owner incurs a higher cost, you will be responsible for paying the higher cost.

Furniture	TBD
42" Flat Screen TV	\$700
Television Remote	\$30
Painting (over and above wear and tear).....	\$25 per wall
Drywall Patching - small holes 1" in diameter or less	\$15 each
1" - 5" diameter	\$35 each
6" - 24"	\$65 each
Floor Repairs	\$25 and up
Mini Blinds	\$30 each
Vertical Blinds	\$10 per slat
Vertical Blind Headrail	\$50 each
Patio Glass Door	\$350
Window Glass	\$150
Mirrors	\$125
Sliding Patio Screen	\$60
Window Screens	\$30
Sliding Mirror Door	\$250
Doors: Interior.....	\$150
Exterior	\$300
Door Jams	\$100
Ceiling Fan	\$100
Drip Pans.....	\$3
Disposal	\$85
Crisper Drawer	\$35
Crisper Cover	\$150
Refrigerator Shelves	\$30
Fire Extinguisher.....	\$30
Counter Resurface (up 5" diameter)	\$100*
Unreturned Keys	\$5 each

(See reverse side 2010 Move Out Schedule)



CLEANING CHARGES

The following is a list of charges for cleaning items in your apartment after move out. If your apartment has not been cleaned to the Forum's standards you will incur cleaning charges (see the attached cleaning instructions). The following charges will be deducted from your security deposit or owed to us if your security deposit is insufficient to cover the charges. The prices given for the items listed below are average prices only. If the owner incurs a higher cost, you will be responsible for paying the higher cost.

Please note that these are only the most common cleaning charges and this is not meant to be an all-inclusive list.

Kitchen

Oven	\$35
Stove	\$10
Microwave	\$10
Dishwasher	\$15
Cabinets	\$35
Countertops	\$15
Floor	\$35
Refrigerator	\$25

Bathroom

Toilet	\$20
Tub/Shower	\$25
Sinks	\$15
Floors	\$15
Cabinets	\$10

Miscellaneous

Patio/Storage	\$35
Sweeping/Mopping (floors other than listed above)	\$25 per room
Trash Removal	\$25/bag

Recommended Cleaning Products

- Disinfecting cleansers such as 409, Fantastik or Windex Glass & Surface work great on most surfaces (furniture, ceiling fans, baseboards, etc.).
- S.O.S. Pads will help you easily clean your oven and drip pans.
- Disinfecting and Non-sudsing cleansers with the ability to cut grease, such as Top Job or Mr. Clean are perfect for the kitchen and bathroom (countertops, floors, exhaust fan, vanity, etc.).
- Ajax or Comet to scrub the sinks and bathtubs.
- Windex Glass & Surface for all mirrors and doors.
- For the shower, you'll need soap scum remover such as Tilex or Scrub Free.
- Disinfecting toilet bowl cleaner such as Lysol Cling Free.

**Do Not
use bleach
of any kind.**

*(See reverse side for
complete cleaning checklist)*

APARTMENT CLEAN-UP PROCEDURES

- Entry:**
- Sweep and wash (if needed) your patio or balcony.
 - Wash inside and outside of front entry door and patio door.
 - Thoroughly clean (sweep and mop) entry floor.
- Living /Dining:**
- Clean entertainment center including counter top.
 - Wipe down all furniture (including coffee table, end table, dining table, and chairs).
 - Clean ceiling fan - blades and lights.
 - Vacuum out sofa and chair - make sure to get underneath all cushions.
- Kitchen:**
- Stove:**
- Thoroughly clean exterior of oven. Don't forget the exterior of the oven drawer as well.
 - Use oven cleaner to clean interior of oven. Easy-Off Fume Free is an easy and odorless product that works well for this task. You may have to do some extra cleaning for stubborn spills.
 - Scour drip pans and rings with an S.O.S. pad and clean all food and spills from underneath the drip pans. (Do not use oven cleaner on the drip pans because it corrodes the surface).
 - Remove oven drawer - clean drawer and sweep out from under the drawer. Be careful not to wipe the ash from the oven into your clean oven drawer.
 - Clean exhaust hood (exterior as well as grease under the hood) and clean the fan filter over the stove.
 - Clean walls, cabinets and floor under and around stove.
- Refrigerator:**
- Wash all inside and outside surfaces.
 - Don't forget the crisper drawer (inside and underneath).
 - Dump all ice from icemaker and wash the receptacle and maker. Lift the lever to the off position.
 - Clean all drawers, compartments and shelves.
- Cabinets and Countertops:**
- Interior of cabinets should be free of shelf lining, crumbs and dust. Don't forget the drawers.
 - All exterior cabinets should be wiped down to remove water spots and food drips or spills.
 - Wipe off all countertops.
 - Clean the tops of the cabinets.
- Dishwasher:**
- Thoroughly clean inside and out and around the edges- especially the door.
 - Clean out any glass or plastic in bottom of dishwasher and around the spray arm.
- Kitchen Floor:**
- Sweep and mop the floor to remove all dirt and debris.
 - If the floors have been cleaned on a regular basis, a disinfecting cleaner should be all you need to mop the floors.
DO NOT APPLY ANY TYPE OF FLOOR WAX.
- Kitchen Sinks:**
- Kitchen sinks should be scrubbed and free of water spots and stains.
 - Make sure that the kitchen faucet is clean - pay special attention to the area around the faucet knobs.
 - Make sure garbage disposal is free of all food/objects.
- Washer/Dryer:**
- Washer should be clean inside and out. The exterior should be wiped down and the control turned to the "off" position.
 - Dryer should be clean inside and out. Please remove all debris/lint from the lint trap.
- Bathroom:**
- Wash inside and outside of vanity. Wipe or scrub all drawers and cabinets, and wipe off counter top.
 - Clean the exterior and interior of the medicine cabinet.
 - Clean the mirror with Windex or similar product.
 - Scour the bottom and sides of the tub with Comet or Ajax until all dirt and soap residue is gone. Don't forget to scour the soap dish and temperature knobs as well. Make sure there are no rust rings on the edge of the tub.
 - Clean vanity sink including the faucet (sometimes a toothbrush must be used around the knobs to get them completely clean).
 - Clean toilet bowl and tank; make sure exterior of toilet, lid and bowl are clean. Pay special attention to the base of the toilet.
 - Sweep and mop the bathroom floor. (Please review the advice given under Kitchen Floor).
- Windows:**
- Wash interiors of all windows with Windex or similar product.
 - Wipe down the top (locks) and tracks of all windows. Also wipe down all windowsills.
- Bedrooms:**
- Wipe down all furniture (including desk, dresser/chest of drawers, shelving, and desk chair).
 - Clean ceiling fan - blades and lights.
 - Clean mirrored closet doors with Windex or similar product.
- Walls:**
- All walls free of marks, stains and damage. There will be a charge to paint over an accent wall depending on the darkness of the color (the darker the color, the more primer is needed to cover and the higher the charge).
- General Items:**
- All mini-blinds must be completely clean.
 - Clean all doors on both sides - including closets.
 - Wash all closet and pantry shelves.
 - Wash all light fixtures to remove dust and bugs.
 - Clean all fingerprints/grime from walls, doors, and light switches.
 - Remove small nails from the wall. DON'T FILL IN THE NAIL HOLES. If you used larger nails, screws or molly bolts, you are responsible for removing them and returning the wall to its original condition.
 - All light bulbs should be working.
 - You are responsible for the cleaning and any damages to the vinyl flooring. If you had a pet in your apartment at any time during your lease term, you will be responsible for any damages.
 - Do not leave any of your personal belongings or trash in the apartment. Removal by our staff will result in a charge against your security deposit.

(See reverse side for possible charges)