

Heritage Property Management

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Dear Heritage Resident(s) of: _____,

As you are aware, your lease ends at: NOON on JULY 201 .

Checkouts will begin at noon. You do not need to be present at that time. In accordance with the security deposit agreement, the unit must be cleaned to Heritage's approval and the carpets cleaned. A cleaning guide can be picked up from the office or printed from the website. If you will be moved out before your lease end date stated above, please inform Heritage or your resident manager if you have one, so an early check out can be done.

Please make sure to leave all keys (unit, mail, garage, security door), openers, hangtags, carpet cleaning receipt, and forwarding address, which can be written below, on the kitchen counter. Do not call the office with your forward address; it must be left in writing. Processing of deposits will be delayed if no forward address is given.

Security deposit refund for HPM unit recently moved out of should be made payable and returned to:

Name: _____

Address: _____

City/State/Zip: _____

Phone/Cell #: _____

I/We the current residents of the above address understand that only one check will be written for the security deposit and that the above named will be responsible for returning our security deposit to us.

Tenant signature Date

Tenant signature Date

Tenant signature Date

Tenant signature Date

Tenant signature Date

Tenant signature Date