

*Knighthawk LLC*  
*A Dragonfyre Company*  
 Knighthawk LLC, Bradford Division  
 1916 Pike Pl Ste 12-347, Seattle, WA 98101

To: Tenant Name(s): \_\_\_\_\_  
 Tenant Address: \_\_\_\_\_  
 Tenant Email: \_\_\_\_\_

Date Prepared(DD-MMM-YYYY): \_\_\_\_\_

SUBJECT: Move Out Letter – Itemization of Expenses vs Security Deposit Return for Leased Unit

- (mark one): \_\_\_\_\_ 9 Hoffman St Lower Apartment – Series B  
 \_\_\_\_\_ 9 Hoffman St Upper Apartment – Series B  
 \_\_\_\_\_ 189 Congress St Lower Apartment – Series C  
 \_\_\_\_\_ 189 Congress St Upper Apartment – Series C  
 \_\_\_\_\_ 356 W. Washington St Apartment A – Series D  
 \_\_\_\_\_ 356 W. Washington St Apartment B – Series D  
 \_\_\_\_\_ 356 W. Washington St Apartment C – Series D  
 \_\_\_\_\_ 356 W. Washington St Apartment D – Series D  
 \_\_\_\_\_ 356 W. Washington St Apartment E – Series D

The Company recognizes that the Tenant vacated the property on Date(DD-MMM-YYYY): \_\_\_\_\_

1. The purpose of this letter is to itemize issues concerning the condition of the above-marked, leased property. Rents Due, Cleaning Fees, Painting Fees, as well as Repairs/Required Maintenance items shall be listed with their real/estimated repair value, less labor, supplies, equipment, taxes, and other repair charges, subtracted from the security deposit.

2. Itemized List of Company Expenses/Costs as a result of your tenancy:

a. Rent (mark one):

- \_\_\_\_\_ **Paid Appropriate Amount of Rent**/Vacated property on time  
 \_\_\_\_\_ **Paid on time for entire month** at Discounted Rate (list rate here: \$ \_\_\_\_\_ ) &  
 applies toward return  
 \_\_\_\_\_ **Not paid on time** & counted against you at Full Rate (list Full Rate here:\$ \_\_\_\_\_ )

Applicable Rent Rate (\$ \_\_\_\_\_ ) **DIVIDED BY** # days in the applicable month  
 (circle one): 28/29/30/31 **EQUALS** pro-rated rent amount per day: \$ \_\_\_\_\_

Number of days property was used (list # of days): \_\_\_\_\_ **MULTIPLIED BY**  
 rent per day \$ \_\_\_\_\_ **EQUALS** Total Rent \$ \_\_\_\_\_

Total Rent (circle one): Counted Against/Credited For You \$ \_\_\_\_\_

b. Cleaning Costs (list cleaning costs and materials here):

- 1)  
 2)  
 3)  
 Total Cleaning Costs \$ \_\_\_\_\_

c. Painting Costs (list painting costs and materials here):

- 1)  
 2)  
 3)  
 Total Painting Costs \$ \_\_\_\_\_

*Knighthawk LLC*  
*A Dragonfyre Company*  
 Knighthawk LLC, Bradford Division  
 1916 Pike Pl Ste 12-347, Seattle, WA 98101

d. Repairs/Materials (list repairs/maintenance, labor required, & materials/equipment costs here):

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)

Total Repair/Required Maintenance Costs \$ \_\_\_\_\_

e. Miscellaneous/Other Costs (list miscellaneous costs and materials here):

- 1)
- 2)
- 3)

Total Miscellaneous Costs \$ \_\_\_\_\_

f. Total Cost listed from Section 2 of this letter: \$ \_\_\_\_\_

3. Security Deposit (put an X on the appropriate line):

a.  The situation concerning the termination of your lease **Allows For** the return of your security deposit and/or the application of your security deposit towards the total costs itemized in Section 2 of this document. Total Security Deposit Applied toward Section 2 = \$ \_\_\_\_\_

b.  The situation concerning the termination of your lease **Does Not Allow For** the return of your security deposit and/or the application of your security deposit towards the total costs itemized in Section 2 of this document. Violations of your lease are the reason for this action and are from the following Section(s) of your lease (list sections here by letter, example: H, J & Q): \_\_\_\_\_

Total Security Deposit Applied toward Section 2 = \$ 0.00

4. Overall Results (mark either Section 4.c.1) or Section 4.c.2):

a. Section 2 = Total Costs/Expenses \$ \_\_\_\_\_

b. Section 3 = Security Deposit (minus) \$ \_\_\_\_\_

c. Total Amount (Positive = tenant owes. Negative = Company owes) (equals) \$ \_\_\_\_\_

1)  You owe the amount in Section 4.c. to the Company. This amount will be deducted from your checking account per your agreement with the Company for Auto-withdrawal signed by you at the time of leasing. You have 30 days from the mailing/emailing of this document to pay the Company what is owed. If we are not able to collect this amount we will pursue the full amount of the damages/repairs required to the property as well as press charges to the full extent that both criminal and civil law allows.

2)  The amount in Section 4.c. will be refunded to you by the Company through automatic draft or by Company Check.

5. Above we itemized the costs, expenses, & security deposit in regards to the property's condition upon the recognized date of your moving out. We wish you well in your future endeavors and hope that the path you have chosen in life takes you where you want to go.

Respectfully,  
 Knighthawk LLC Bradford Division