

# Standard Wear and Tear Evaluation Guidelines

**Date:** [Insert Date]

**Property Address:** [Insert Property Address]

**Tenant Name:** [Insert Tenant Name]

Dear [Tenant Name],

This document outlines the standard guidelines used to evaluate the condition of the property upon move-out. These criteria distinguish between "Normal Wear and Tear" and "Excessive Damage" for the purpose of security deposit processing.

## 1. Normal Wear and Tear (Landlord Responsibility)

Normal wear and tear refers to the natural deterioration of an item which occurs under normal use. Examples include:

- Faded paint or wallpaper due to sunlight.
- Minor scuff marks on floors or baseboards.
- Worn carpeting in high-traffic areas without stains or holes.
- Small nail holes from picture frames (if permitted).
- Loose door handles or hinges due to age.
- Dust or minor dirt accumulation.

## 2. Excessive Damage (Tenant Responsibility)

Damage refers to breakage, misuse, or neglect that reduces the value or utility of the property. Examples include:

- Large holes, gouges, or unpatched drywall.
- Carpet stains (pet urine, ink, wine) or cigarette burns.
- Broken windows, mirrors, or cracked tiles.
- Drawing, stickers, or excessive unauthorized paint colors on walls.
- Missing or broken fixtures, blinds, or appliances.
- Accumulated trash or debris left on the premises.
- Fleas, pests, or odors caused by pets or smoking.

## 3. Final Inspection Process

A final walkthrough will be conducted on [Date/Time]. The property must be returned in a "broom-clean" condition. All personal belongings must be removed, and all keys must be returned by [Time] on the move-out date.

If you have any questions regarding these guidelines, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]  
[Your Contact Information]