

NOTICE OF INTENT TO VACATE

I, the undersigned tenant(s), hereby serve notice that I intend to vacate the leased property located at _____ on _____ (date).

(Note to Tenant: If you have fulfilled all the terms of your lease you may anticipate a deposit refund. However, in order to receive a complete refund, you must comply with the following items. Keep in mind that your liability is not limited to the amount of your security deposit.)

1. I am responsible for any and all costs incurred by any other party due to my failure to vacate the premises on or before the date indicated above;
2. I may not rescind this notice nor may I change the date of vacating except by written consent of the property manager;
3. I am responsible for all incurred utility bills through the date of actual vacating (where applicable);
4. I understand I am not to use the Security Deposit for the last month's rent;
5. I understand that carpets must be professionally cleaned and a receipt must be turned in with the keys;
6. My failure to return all key's (rental, mail box, laundry room, storage, etc.) issued for my apartment will result in a \$25 charge for each key. I also understand that the rental will not be considered vacated and I will be responsible for rent until ALL keys are returned;
7. I understand that submitting this notice does not relieve me of any liability that I may have under my present Lease Agreement;

Forwarding Address: _____

Reason for vacating: _____

Tenant Signature _____ Received By: _____

Tenant Signature _____ Received Date: _____

Tenant Signature _____

Tenant Signature _____

TENANT MOVE-OUT INSTRUCTIONS

CLEANING SPECIFICATIONS

_____ Remove all trash and personal items from home and yard including **pet feces**. Make arrangements to have your final trash removal occur before you vacate. Do not place trash in recycle cans, as fines may apply.

_____ Clean all appliances thoroughly. Remove the stove/oven drawer to clean and mop the floor under the stove and clean under fridge.

_____ Clean sinks, cabinets and drawers. Vacuum interiors to remove crumbs, hair, etc.

_____ All carpets must be professionally cleaned and deodorized. Original receipt turned in with keys.

_____ Sweep/vacuum, and wash non-carpeted floors. Remove stains and marks.

_____ Clean all switch plate covers, outlet covers, and walls carefully; pay special attention to areas around light switches, hallways, doors, switch plate covers, and baseboards.

_____ Clean all windows and blinds (interior and exterior), secure all screens and remove cobwebs inside and out.

_____ Make needed repairs to screens and screen doors; and screen/screen door frames.

_____ Clean and disinfect the bathrooms thoroughly.

_____ Repair or have repaired any pet damage.

_____ Do not end the utilities before your lease term obligation ends; this will avoid possible property damage during freezing temperatures.

_____ Discontinue your phone services at least 24 hours before vacating.

_____ If you are responsible for the lawn/yard care, mow (not below 2" height), trim and remove debris from yard.

_____ Replace all non-working or missing light bulbs and smoke detector batteries.

_____ If smoking or pet damage occurred in a non smoking\no pets unit, restoration will be billed to you.

Please submit this form with the house keys on the date specified on your notice to vacate.

A move-out inspection will be performed by our office only after the property has been surrendered (personal property removed, property cleaned, carpets professionally cleaned, all keys and remotes returned). Rent will continue to be charged until the property is surrendered. Once surrendered, **YOU WILL NOT BE ABLE TO RE-ENTER THE PROPERTY**. You will be charged a minimum of \$30.00 per hour for necessary repairs or cleaning.

Final Inspection Guide

We cannot inspect the property until you have removed all belongings and have returned the keys. Please return any keys given to friends or relatives.

We ask that before the final inspection, you:

- ✓ Advise **Real Property Management** of your new forwarding address and phone number.
- ✓ Pay your rent until the vacating date in money order or by cashier's check.
- ✓ Return all keys to this office including mailbox keys.
- ✓ Arrange disconnection of your telephone, electricity and gas.
- ✓ Re-direct mail to your new address.

Please also attend to the following matters prior to our inspection. This will save time and prevent delays in returning your bond.

Subject to the condition of the property at the commencement of your tenancy you should ensure that:

- ✓ The property is left in a very clean and tidy condition throughout without any stains on the carpets. Carpets should be professionally cleaned.
- ✓ All cupboards, shelves, drawers and benches are clean.
- ✓ Walls and doors are free of any marks.
- ✓ All appliances including stove, griller, oven and exhaust fans are cleaned to professional standards.
- ✓ Windows and sills are clean, inside and outside where possible.
- ✓ Any furniture, curtains or other items included with the property are in their original positions, clean and free of damage or spots.
- ✓ Venetian blinds are clean and curtains washed.
- ✓ All garbage, bottles and rubbish are removed from the premises.
- ✓ The garage and/or storeroom is cleaned out and free of cobwebs, and grease marks are removed from car space/garage.
- ✓ Bathrooms are thoroughly cleaned, with all mold and soap scum removed from tiles and grouting. Ceiling mold must be removed. Toilets are to be cleaned inside and out, and the bathroom floors must be mopped.
- ✓ Lawns and edges are trimmed and gardens weeded (this applies to townhouses and houses).

Please note that rent is due and payable until all keys are returned.

Should you require the services of a cleaner, gardener and/or carpet cleaner, please contact this office for their contact details.