

Notice of Intention to Vacate

From: _____

Date: ____/____/____

Please be advised that on ____/____/____ we intend to move from our residence at:

We understand that our rental agreement calls for 30 days notice before we move and that this is _____ days notice. We understand that we are responsible for paying rent through the end of the 30 day notice period called for in the lease agreement. Furthermore, we agree to bring all keys to the property to the owner upon vacating the premises.

Forwarding Address:

In Accordance with our rental agreement, we agree to allow the owner to show our Dwelling to prospective tenants at any and all reasonable times.

Tenant

Received by: _____

Date: ____/____/____

Tenant

Move-Out Instructions

Now that you have given us your Intention to Vacate, you will be in the process of packing your belongings. Please use this time before vacating to discard any of your personal property that you will not be taking with you. In the event that you vacate, abandoning property or junk on the premises, you will be held responsible for the cost of removal for those materials. We will charge a minimum of \$75 for removal, depending on the size and amount of the abandoned items.

Your lease agreement requires that you leave your unit in a clean and undamaged condition. We have every intention of returning your security deposit as long as you have fulfilled your lease agreement and given proper notice. The following things must be done:

- Remove ALL personal belongings from the premises. Do not leave unwanted items by the curb as the city will not pick it up.
- Remove ALL food from the refrigerator and leave it clean.
- Clean stovetop and range, including the inside of the oven and drip pans and any other appliances.
- Clean bathroom(s) thoroughly: toilet, tub, sink, wall tile, and floor tile.
- Replace any burned out light bulbs.
- Clean all floors and vacuum carpets
- Remove all picture hooks from the walls.
- Clean all windows; leave them closed and locked
- Leave premises undamaged, beyond normal wear and tear.

The final step in the move out process is to return your keys to the office. We will ask for your forwarding address and have you sign a key return sheet. After this is done the unit will be inspected for compliance with your lease agreement and the expense of cleaning or repairing damage, if any, will be charged against your security deposit. **You will receive a settlement letter by mail within 30 days.**

We know how difficult moving can be so please accept our best wishes and thanks for your residency with us