



NOTICE TO VACATE

I _____, hereby give notice to vacate the premises located at _____. I agree to restore the rental unit to move-in condition by completing at least the following tasks before my move-out inspection is scheduled.

1. Keep any utilities that are in your name active through your move-out date as indicated on this notice.
2. Remove all personal belongings before your move-out inspection.
3. Wipe down all surfaces to include counters, bathtub/shower, sinks, toilet, light switch covers, light fixtures, window sills, windows, mirrors, appliances inside and out, and wipe down walls if necessary.
4. Make sure all lights have light bulbs that work.
5. Check any blinds that are provided and replace any with broken slats or that are heavily soiled.
6. Remove all trash/debris from the house/apartment.
7. Schedule carpet to be cleaned if you have carpet once you have removed your belongings and provide a receipt for services.

Please contact the post office to forward your mail prior to your move-out date. All keys will need to be returned at your move-out inspection. If you are not present for your move-out inspection you will need to make prior arrangements with the Property Manager to drop off your keys or leave them inside the rental unit.

I understand that my security deposit is not to be used for the last month's rent and will be returned to me minus any charges for damages or cleaning within 30 days from my move-out date. The security deposit will be returned by mailing the funds in the form of a check to the forwarding address provided by the tenant (s).

Today's Date: _____ Move-Out Date: _____

Forwarding Address: _____

Current Phone Number(s) _____

Reason For Moving: _____

Tenant Signature: _____ Date: _____

Tenant Signature: _____ Date: _____

Property Manager Signature: _____ Date: _____