



NOTICE OF INTENT TO VACATE

I/we agree to pay \$100 for each day I/we continue to occupy the residence after the indicated date to vacate and be subject to eviction. A vacated apartment is defined as all items removed and keys being returned to Landlord's office.

I/we acknowledge having received and agree to the Property Professionals CLEANING YOUR VACATED UNIT sheet.

I/We agree that any unpaid balance of rent, cleaning, damage charges or any other rental obligations due Property Professionals will be sent to collection and will remain on credit records until paid.

I/ We _____ hereby give written notice of my/our intention to vacate the property at _____.

I/We will move out by midnight on _____.

With this notice, I confirm my understanding of the importance of turning over possession of my residence on the day promised. I also give my permission for the managers to show my residence to future applicants with a 24-hour notice.

If tenant chooses to leave any or all of the cleaning for landlord, tenant will be charged for these cleaning services at the rate determined by vendor. This is in addition to any repairs or services above the ordinary that the landlord must contract out.

Upon vacating the unit, tenant must notify all utility companies, return keys to landlord's office, and leave a forwarding address with the Post Office and with landlord. Make sure to disable any Auto Payments you have set up for your rent.

Tenant deposit refund, if any after applicable deductions, will be mailed from the Property Professionals' office to the forwarding address provided within 60 days after lease expiration.

Tenant understands that in accordance with the Rental Agreement and Security Deposit Agreement, it is necessary to give this notice of intent to vacate at least one full calendar month from the end of a calendar month prior to the expiration of lease or any month-to-month tenancy.

NOTE: Notice of Intent to Vacate MUST be signed by all persons on the lease to be valid.

Dated _____.

Forwarding Address _____

Resident's Signature _____

Resident's Signature _____

Resident's Signature _____

Resident's Signature _____

Received this _____ day of _____

Property Professionals _____

Tenants give permission to Property Professionals to provide references to other landlords/property managers.

Tenant _____

Date _____

Tenant _____

Date _____



REQUIREMENTS FOR REFUND OF SECURITY DEPOSIT ARE AS FOLLOWS:

CLEANING YOUR VACATED UNIT:

Listed below are a few suggestions on things to be completed prior to your move-out. These are suggestions only and do not constitute a complete list of items that need to be cleaned or repairs prior to vacating the property. Failure to leave the property in a rent ready condition will be grounds for withholding from your security deposit.

GENERAL AREAS:

- Carpet should be vacuumed and professionally cleaned with a receipt provided to the Property Professionals’ office.
- Light fixtures, ceiling fans, and shelves are to be cleaned and all light bulbs working.
- Windows and screen should be washed, inside and outside. Windowsills and tracks cleaned.
- All tile, wood floors, and baseboards are to be cleaned well.
- Balcony or patio areas should be swept and cleaned.
- Window coverings: Vacuum drapes; wipe down traverse rods, wipe down and clean mini blinds.
- Clean off all outlet covers and switch plates.
- Remove all personal belongings and trash.
- Grounds (where applicable) should be free of debris, weeds, and animal feces. Grass should be recently mowed.
- Walls/Doors should be clean and free of debris, grease, fingerprints, etc.
- Garage Floors and area should be swept and free of debris, oil, etc.

KITCHEN:

- Refrigerator is to be defrosted, cleaned, and turned on low. Do not turn off or unplug. Vacuum dust build up from refrigerated coils.
- Entire oven and range must be spotless, including broiler pan, shelves, drip pans and rings, and underneath the drip pans.
- Hood and exhaust fan should be cleaned.
- Floor underneath the refrigerator and stove is to be cleaned.
- Air conditioning, furnace and water heater should be dust free and floor mopped.
- Walls should be clean and free of grease and fingerprints.
- Do NOT use oven cleaner on self-cleaning ovens.... This will ruin the special finish on these ovens.

BATHROOMS:

- Tile is to be washed and grout cleaned.
- Medicine cabinet and/or vanity are to be cleaned, including mirror and shelves.
- Tub, basin, showers, tile and toilet are to be cleaned to a shine.
- All chrome fixtures should be clean and show no water marks.
- Do NOT use abrasive cleaner on Fiberglass tubs.
- Clean light fixture and outlet covers.
- Walls should be clean and free of mildew.
- Mirrors should be clean and polished.

Dated this _____.

Resident’s Signature

Resident’s Signature

Resident’s Signature

Resident’s Signature

Received _____.

Property Professionals

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