

30 DAY MOVE-OUT NOTICE

Name _____ Date _____

Please consider this the 30-day written notice, as required by the lease agreement that I will be

vacating the premises located at: _____.

My Lease Ending Date is: _____(see original lease or lease renewal for this date)

I will be vacating the premises by (date): _____.

The 30-day period begins from the date written notice is received in the office of Property Management Services.

Keys to the premises will be returned to the office of Property Management Services labeled and in the drop box, or given to Property Management Services staff at the check-out. I understand that if I leave keys at the property I am responsible for any vandalism/damage that occurs until Property Management Services retrieves keys from the premises.

Check-Out: I understand that:

1. The check-out is the final inspection. All cleaning and repairs due to tenant damage/neglect must be completed before the check-out.
2. Check-outs are conducted between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday.
3. It is my responsibility to provide Property Management Services with a receipt marked "paid" for the carpet cleaning.
4. I understand that if I leave any of my personal possessions at the property after the 'vacating date' on this form, that those things will be disposed of by Property Management Services. I release all claim to them by signing this form.

Rent will be charged through the period of this 30-day notice, unless Tenant is breaching the lease agreement. If I breach the lease agreement, I understand that the balance of rent due through the term of the lease is still due as stated in my lease. If the property is re-rented prior to the end of the lease, I will receive credit beginning with the date the new tenant is responsible for paying rent, less the re-letting fee. I understand that my security deposit cannot be used for rent as stated in my lease. Utilities are also my responsibility through this 30 day period. If utilities are in my name, I will not remove it, until the 30 days is up. If I am responsible for exterior maintenance, I will keep up all yard work/snow removal through the period of 30 days.

Security Deposit: I understand that my security deposit will be refunded according to the terms of the lease agreement. I understand that my refund may be delayed, if I do not provide Property Management Services with written notice of my forwarding address. If I have not fulfilled the term of my lease, I am aware that I will forfeit my security deposit entirely.

Showings for future tenants: I understand that Property Management Services can and will be scheduling showings to potential tenants during my 30 day notice.

Carpet Cleaning: I understand that if I have a pet, that I will get the carpets cleaned and deodorized and if I only get carpets cleaned and there is a pet odor that Property Management Services will deodorize carpets and amount will be taken from the security deposit

I, (we), give permission for Property Management Services to provide references to other property owners inquiring about our rental history.

Reason for moving : _____

Phone # to contact for showings _____

Forwarding address: _____

Current Employer & Address: _____

Tenant Signature _____

Tenant Signature _____

Received by Property Management:

Date _____ by _____