

30 Day Notice To Vacate

Current Date _____ Address _____

Reason for moving _____

I (We), _____, do hereby give notice to vacate the Property stated above. I (we) do acknowledge that I (we) **are responsible for rent for 30 days from the day this notice is received by management, or until the end of my lease period, which ever is longer. If the term of the lease is not fulfilled I (we) understand that a Termination Fee may apply.** If other roommates on the lease agreement are staying I (we) understand I (we) am not receiving any portion of the deposit back. I (we) will be completely moved out and will turn in the keys no later than _____. If keys are not surrendered by this day I (we) understand I (we) will be charged for rent for each day until keys are returned. Any changes to the move out date must be submitted in writing. During the period of this notice I (we) am aware that Jean Garman will be showing the property to possible future tenants, providing a 24 hour notice is given. I (we) also understand that no deposit will be refunded until Jean Garman completes an exit walkthrough of the property (landlord has 30 full days to refund deposits, if any). I (we) understand that the exit walkthrough is necessary to ensure that the following listed items have been completed in order to receive a full refund of the security deposit and pet deposit, if any.

- ☐ Thorough Cleaning of rental property
- ☐ Professional Carpet shampooing of all carpeted areas (must have receipt for verification)
- ☐ Any and all damages to the rental property (exterior and Interior) are repaired
- ☐ Any and all rent and/or accrued balances are paid in full including late fees, prorated rent and utilities
- ☐ Contact all UTILITY companies and pay balances in full prior to move out
- ☐ Any and all keys are to be returned prior to vacancy to avoid re-key charges
- ☐ Provide a forwarding address and phone number where you can be reached
- ☐ Schedule an exit walkthrough appt with Jean States before move out
- ☐ This 30 day notice is completed and signed by all tenants occupying said property

PLEASE MAIL DEPOSIT RETURN STATEMENT TO:

Street Address _____

City, State, zip _____

New Phone Number _____

Residents Signature _____

Residents Signature _____

Date Received _____
Lease Exp Date _____
Keys Returned _____
Walkthrough _____

Gas _____
Power _____
Trash/Sewer/Water _____
Other _____