**THIRTY (30)-DAY NOTICE**

**OF**

**RESIDENT(S) INTENT TO VACATE**

(Rev. 07/18/2023)

Please be advised that the undersigned intends to terminate the tenancy of:

Resident Name(s): .

Unit No: . Street Address: .

City and State: . Zip: .

On (Date Terminating): .

REASON FOR LEAVING:

FORWARDING ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City and State: .

Zip:

Telephone No. (If Available): ( ) .

I/we understand that this Notice is in accordance with the Lease Agreement, which states that a thirty-day written notice must be given and that rent shall be due and payable to and including the date of termination and/or final inspection and/or return of all unit and site keys.

I/we understand that any deposit refund, if applicable, will be sent to my/our Forwarding Address or last known address within thirty (30) days after my/our release of the apartment and subsequent inspection by the Landlord/Agent. .

I/we have received a copy of the **Move-Out Instructions** and understand that it is my/our responsibility to leave the apartment in a safe and sanitary condition. .

TENANT SIGNATURE: . Date: .

TENANT SIGNATURE: . Date: .

Present Home Phone No.: ( ) . Present Work Phone No.: ( ) .

MANAGEMENT hereby acknowledges receipt of this notice on .

 (Date)

LANDLORD/AGENT SIGNATURE: /

**MOVE-OUT INSTRUCTIONS**

(Rev. 07/18/2023)

Dear Resident:

For your benefit, we want you to understand that when there is a move-out, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, does not wish to withhold any of your security deposit for cleaning charges. The current cleaning charge is **$\_\_\_\_\_\_\_\_ per hour**, which includes labor and materials. This charge does not include professional services such as carpet and drapery cleaning. If the following instructions are followed, you SAVE.

Please leave the apartment in the same condition as you originally accepted it. After the Resident Manager has inspected a move-out, the resident always has the opportunity to re-clean, if necessary, and save money. It is in your own interest to take time for your final move-out inspection with the Resident Manager.

**YOUR APARTMENT**

**KITCHEN**

1. Clean refrigerator and freezer sections, including shelves, door bins, crisper, under crisper, underfoot guard, top, front, and sides of the refrigerator. Move out the refrigerator and clean the under and behind it. Do not turn the refrigerator off - leave it set on “1”.
2. Clean the stove completely. Unplug the stove before working on it. Clean oven, burners, under burners, drip-pans, and a drawer beneath the top, front, and sides of the stove. Move out the stove and clean the under and behind it. Clean the exhaust fan or range hood completely.
3. Clean the inside and outside of the microwave or micro hood.
4. Clean cupboards, drawers, under the sink, sink, and faucet fixtures.
5. Clean floor and baseboards. Clean light fixtures and replace burned-out bulbs.

**LIVING ROOM AND DINING ROOM**

1. Remove all picture-hanging nails.
2. Clean dirt and marks from walls, baseboards, and switch and outlet covers.
3. Clean windows –including glass, runners or tracks, sills, and screens.
4. Blinds, or drapes and traverse rods, must be clean and in good condition.

**BEDROOMS**

1. Same as living room and dining room.
2. Clean closets - including shelves, rods, door(s), floor, and remove hangers.

**BATHROOM**

1. Clean bathtub/shower - including tub, tile or tub surround, rod or doors, door runner or track, faucet and chrome fixtures, and soap dish.
2. Clean the toilet completely - including the bowl, tank, tank lid, and seat.
3. Clean vanity or lavatory - including inside and outside of the cabinet, top, sink, and faucet fixtures.
4. Clean medicine cabinet shelves, mirrors, tracks, light cover, and exterior.
5. Clean all grab bars or towel racks.
6. Clean floor, baseboards and wipe marks from walls and switch and outlet covers.
7. Clean closet or window if applicable.

**PATIO OR BALCONY**

1. Remove all belongings from the patio or balcony, sweep and clean glass door(s) and blinds or drapes.

TURN IN **ALL** THE KEYS FOR THE APARTMENT, BUILDING ENTRANCE(S), MAILBOX, AND LAUNDRY ROOM TO THE RESIDENT MANAGER. DO NOT LEAVE THEM IN THE APARTMENT. YOUR MOVE-OUT AND THE STATUS OF THE APARTMENT ARE SUBJECT TO A FINAL INSPECTION BY THE RESIDENT MANAGER. ADVISE THE MAILMAN OF THE CHANGE OF ADDRESS.