



30 DAY NOTICE TO VACATE

Date of Notice _____ Expected Move Out Date _____

Tenant (s): _____

Property Address: _____

City: _____ State: _____ Zip Code: _____

Contact Number: _____

Forwarding Address: _____

City: _____ State: _____ Zip Code: _____

Reason for Moving: _____

____ (initial) I understand that the property will be inspected for damages only after all personal property has been removed and all keys are due back upon inspection with the Property Manager. **The utilities must remain on for 3 Business Days after keys are turned in at the office for inspection purposes.**

____ (initial) I understand that I will not be able to return to the property for the purpose of cleaning or to repair damages after my keys have been returned and the inspection has been completed.

____ (initial) I understand my rent is to be paid through the entire 30-Day notice. If the keys are held for longer than 30 days, rent **WILL BE CHARGED** until the keys are returned.

____ (initial) I understand if my lease **HAS NOT EXPIRED**, and I am not moving due to the transfer clause, I may be held responsible for the rent for the remainder of the lease term or until the property has been re-rented.

____ (initial) **Security Deposit refunds are processed within 30 days and will be sent to the forwarding address indicated above in the name of the Lessee (s).**

____ (initial) I understand that **utilities must be in service at the time of the final move out inspections** or they may be **turned on at my expense**. I also understand that a **\$75 re-inspection fee** will be charged for properties not ready for inspection at the appointed time as well as should repairs / cleaning be needed.

I also understand that if my rent was being automatically paid through the portal that I(tenant) must delete this.

I also understand that by signing this form, I received a copy of the cleaning regulations.

ALL INFORMATION MUST BE COMPLETED, INITIALED, SIGNED, AND DATED FOR NOTICE TO BE CONSIDERED RECEIVED

Tenant Signature

Date