

Office use Only		
	Date Received	By Initials
Notice sent to owner		
Tenant given requirements		
Orders Received		
BOM market done		
Sign in yard		
Lockbox and Key on property		
Pro-rated rent given		

## 30 Day Notice to Vacate

All sections with (\*) must be filled out completely and to the best of your knowledge otherwise it will prolong the process of the security deposit settlement being returned to you.

\*Date of Notice \_\_\_\_\_ \*Expected Move Out Date \_\_\_\_\_

Lease Expiration: \_\_\_\_\_ Pro-rated Rent for last month \_\_\_\_\_

\*Tenant(s): \_\_\_\_\_

\*Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\*Home Phone: \_\_\_\_\_ \*Work Phone: \_\_\_\_\_

\*\* Forwarding Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\* \*Best contact Information for showings \_\_\_\_\_

In order for you to receive the security deposit settlement than you must provide a forwarding address or next of kin address for the file.

Reason for Moving \_\_\_\_\_

Expiration of Lease \_\_\_\_\_

Deployment orders or PCS Orders (Please attach Deployment orders' and Unit Commander Contact Information) \_\_\_\_\_

Breaking Lease Explanation \_\_\_\_\_

Must Initial next to each section or your 30-day notice isn't considered to be received.

\_\_\_\_\_(Initial) I understand I am responsible for the rent until the lease expiration date or until a new tenant is procured, whichever comes first. You must also maintain the home to include the utilities and the lawn until the home has been rented or the end of your lease term/end of 30-day notice.

\_\_\_\_\_(Initial) Security Deposit is not the last month's rent. Security Deposits are refunded within 30- 60 days from the Move out Inspection. Move out Inspection must be scheduled with the Property Manager at least one week in advance of move out to ensure availability. Final Rent Payment is due no later than the 5<sup>b</sup> of the month. Final Rent will be pro-rated according to terms of lease agreement and when the 30-day notice was received.

\_\_\_\_\_(Initial) All utilities must be on for the final inspection; you must keep them on and in your name 3 business days after the move out date to ensure all appliances and lights work, and any necessary repairs can get done. If the utilities have to be placed in our name for any reason during those 3 days there will be a \$50 charge for each Utility company we have to connect and \$50 re-inspection fee.

\_\_\_\_\_(Initial) I understand that during the time of this notice, BillMark will be marketing this property for rental/sale. I understand that I will be called by an agent from BillMark or CSS when a prospective tenant wants to see the property. I understand that if we do not cooperate and allow the property to be shown, I will be in violation of my lease agreement and t will incur a fee of \$50 each time a showing is scheduled and the home is unavailable for the showing to take place.

Tenant: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant: \_\_\_\_\_ Date: \_\_\_\_\_