



## NOTICE TO TERMINATE LEASE

Thank you for providing us notice you intend to terminate the lease. To assist us with your move out, please complete and return this form to us as soon as possible. We make every attempt to work with vacating tenants to make their move out as smooth and stress free as possible. Please email this form to Info@PeabodyResidential.com

### Confirmation Information of Move Out:

Notice Date:

Property Address:

Tenant(s) Name:

Move Out Date:

I would like schedule my move out appointment on (latest date is the end date of the lease and a 4 hour window will be provided for appointment): Date

I plan to be present for the move out appointment:  Yes  No

\*At the move out appointment the Landlord representative will request copies of all the cleaning receipts required per the lease (please refer to your lease for required cleaning). If all receipts are not available and/or the property is not fully vacated at the time of the representative arrival, a follow up appointment will be required and a fee of \$150 will be charged.

### Marketing Information:

We begin marketing the property for rent 60 days prior to the lease end date. Please plan to secure the provided lock box on the front door or access area and provide a copy of the keys scheduled showings. The below information will help us provide notification to the preferred tenant contact.

Showing Contact Name:

Showing Contact Number:

Showing contact would like text confirmation of showings:  Yes  No

Showing Contact Email:

Lock-box location:

Lock-box combo:

\*We will provide 4 hour notice for showings. Showings will be scheduled within 2 hour windows, Mon-Sun between 9:00am-7:00pm. Please note that you will need to secure or remove all pets at the property (if applicable) for showings. If a denial of a showing is noted more than 1 time, there will be an assessment of \$100 per future occurrence and multiple denials may lead to loss of the deposit and possible additional expense.

Tenant Name who completed form:

Date Submitted:

## **LEASE TERMINATION AND MOVE OUT INFORMATION**

### **Written Notice of Non-Renewal/Termination (60 day notice)**

**We require notice in writing. The suggested way to provide us Written Notice not to terminate the Lease is through the Tenant Portal. Once you log in, go to the My Home tab, click on the Give Notice button, complete the required sections, and click the Save button. Once you have provided us notice, we will follow up with you.**

If you would like to provide us the notice writing another way, please send us a letter mailed or delivered to our office. The letter should include all named tenants on the lease, notice to the fact of non-renewal/termination and the end date of the lease, the move out date, a forwarding address and signatures of all names tenants. This notice must be received no later than the last day of the month (60 day notice). Once we receive notice from you we will confirm receipt of the notice.

### **Marketing During the Notice Period for New Tenant**

Approximately 60 days prior to the expiration of your lease term, we will begin the marketing process to find a new tenant. We may place a "For Rent" sign on the property and will either place a lock-box for Realtor entry to show the property for rent or request you place the provided lock box on the front door with a key in it when you are not at the property. If a Realtor will be showing the property and reasonable notice is given you are required to allow the Realtor access to the property (there will be a charge associated with denials of showings). We utilize a showing service to assist us to scheduling showings. They will call you on the number listed in your Tenant Portal and leave a message if they are not able to reach you to confirm the notice. They may also send you a text message to help with notification.

The approved showing hours are between 9:00am and 7:00pm Monday-Sunday. Extra effort on your part is expected and agreed up on in the lease in keeping the house and yard neat and clean during marketing. Animals should be crated or removed from the property, for every showing even if you are home, without exception. Additionally all pet litter boxes should be clean and odor free and all yards should be clear of all pet waste. The better a home shows, the more likely it will rent quickly.

**A home that shows well benefits everyone!**

**IMPORTANT – IF YOU HAVE SCHEDULED AUTOPAYMENT FOR THE MONTHLY RENT, YOU WILL NEED TO CANCEL IT IN YOUR ONLINE PORTAL PRIOR TO THE END OF YOUR LEASE OR THE PAYMENTS WILL CONTINUE.**

### **Move Out:**

We do our best to schedule the move out appointment in advance. The best way to ensure all the provisions of your lease have been met is to have your move out scheduled prior to your lease end date. If the move out appointment is not scheduled to take place prior to the lease end date and time, you must return all keys, and all required receipts to our office prior to 4:00pm on the last day of your lease (Washington, DC tenants have 24 hours). If the lease end date falls on a weekend day (Saturday or Sunday), please confirm with us that we are agreeable to allowing you to leave one full set of keys to the property in the lockbox and all additional sets and required receipts on the kitchen countertop. We are happy to be as accommodating as possible if we are able.

Failure to perform to the lease shall result in you being charged for re-keying the property, replacement cost of all other hardware used for entry and use and possibly an administrative fee. We recommend you review your lease terms specifically the section reviewing the end of the lease responsibilities.

**Move Out appointments are scheduled between 10:00am-4:00pm Monday-Friday.** If you would like to schedule an appointment outside of the inspection hours, we will need to approve the date and time (must be at least 5 business days in advance) and you will need to agree and pay in advance a \$125 charge. The charge will be posted to your online account for payment.

If at the scheduled move out appointment, you are not fully vacated and all lease terms have been met (including all cleanings required and receipts available), we will reschedule the move out appointment and a reschedule fee of \$125 will be charged.

**Our Office Address is: 11890 Sunrise Valley Dr. #101, Reston, VA 20191**

\*There is no key drop off. You must deliver your keys and all required receipts to the front desk receptionist at the office prior to 4:30pm.

### **Move Out Procedures**

It is our goal to refund your full security deposit and by following the procedures and checklist you will help us achieve that goal. If you need assistance with any of these items, please contact us.

#### **Upon vacating, it shall be your responsibility to:**

1. Clean the interior of the property. This includes pulling out and cleaning under and behind the appliances. The cleaning needs to be to the standard of a professional cleaning company (Washington, DC broom swept clean is the standard). **\*See included Cleaning and Maintenance Checklist for reference.**
2. Removal of all garbage and trash from the property. If trash is left in garbage bins or trash is left for pick up, it must be removed prior to the appointment.
3. Close and lock all windows and doors.
4. The carpet should be cleaned by a professional cleaning company. If you have a pet a pest treatment is also required. **\*See included approved Vendors and Contractors for reference.**
5. The fireplace should be professionally cleaned and inspected and provided a receipt when turning in keys. **\*See included approved Vendors and Contractors for reference.**
6. Have the gutters professionally cleaned and provided a receipt when turning in keys. **\*See included approved Vendors and Contractors for reference.**
7. Exterior landscaping should be completed. This includes cutting the lawn, weed the flower beds, edge, and trim the shrubs (if applicable).
8. Inform all utility services and postal services of the departure date and forwarding address.
9. Turn off the ice maker and empty the ice bucket (if applicable).
10. If your move out appointment is not scheduled to be completed prior to the lease end date and time, please maintain all individually metered utilities on until the day after the Move out Inspection is scheduled. This ensures that we can inspect all electrical outlets, lights and appliances. Failure to do so may result in additional charges against your security deposit for the utility activation and follow up inspection.
11. If your Move out Inspection has been scheduled after the lease date and time, you must return all keys and hardware for entry and use of the property along with all required receipts per your lease to our

office not later than 4:00pm on the lease end date. This is to ensure that you have fully vacated the property. Failure to do so shall result in you being charged for re-keying the property and replacement cost of all other hardware used for entry and use as well as completing all the required services for the receipts required.

**\*\*\*Please review your lease for Tenant Responsibilities during the lease and at Move Out.\*\*\***

**Return of the Security Deposit**

**THE SECURITY DEPOSIT MAY NOT BE USED FOR ANY RENT DUE (Including Last Month's Rent).**

The security deposit will be refunded per the terms of the lease. Return of the Security Deposit is subject to but not limited to the following provisions:

1. Resident has given proper notice. The full term of the Agreement has expired and tenant has complied with all other provisions.
2. All charges due including rents and fees, maintenance or repair costs that are a tenant obligation, utility costs that are a tenant obligation and any other fees or charges that may be required to be paid by tenant have been paid in full.
3. No damage to premises or its contents beyond normal wear and tear is evident. All walls are clean and unmarred. Tenant understands that any expenses incurred to return premises to the same condition as when tenant moved in, allowing for reasonable wear and tear shall be paid by tenant.
4. The entire dwelling, including but not limited to carpets, bathroom and fixtures, floors, windows inside and out, window blinds, ceiling fans and light fixtures, all appliances, closets and cupboards are thoroughly clean and free of insects.
5. All debris, rubbish, and all personal property has been removed from premises and disposed of properly.
6. The HVAC system has been left clean and in satisfactory condition and the filter has been changed.
7. The lawn has been cut and edged, shrubs have been trimmed and debris properly removed from premises.
8. **Final utility bills have been provided as agreed upon in the Lease. The last page of this document has a form to be completed and emailed to us along with your final utility bill. We request that you deliver it no later than 35 days after your lease has ended. Upon receipt we will process your final statement.**

**No determination is made at the Move out Inspection of charges against the Security Deposit. They are made after the Move out Inspection is completed and the property manager reviews all the information.**

**A COPY OF THE MOVE OUT REPORT IS NOT PROVIDED TO THE VACATING TENANT**

**A final statement will be sent via email along with an itemized list of damages, if there are any noted deductions. The Security Deposit Refund check will be mailed within the time provided in the lease.**

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# CLEANING & MAINTENANCE MOVE OUT CHECKLIST

## General:

- Air Vents & Air Intake Vents** – free of dust and filters replaced;
- Baseboards** – Clean and dust free;
- Doors** – Interior and exterior must be clean, including door jambs, door knobs, thresholds and side lights;
- Carpeting** – Must be vacuumed and professionally cleaned; (Tenants are required to use an approved Vendor and must save receipt and provide receipt copy to management at time of vacate). **CARPETS MUST BE PROFESSIONALLY CLEANED AT LEAST 24 HOURS PRIOR TO TIME OF VACATE.** If carpet stains are still present after cleaning, carpeting must be replaced so it is important to ensure that professional cleaning firms guarantee spot removal.
- Fireplace/Wood Stoves** – All cinders & debris shall be removed and swept clean;
- Flooring** – Vinyl and tile floors must be mopped; • Hardwood floors should be swept and damp mopped. **DO NOT STRIP/WAX HARDWOOD FLOORING. CHECK YOUR TYPE OF FLOORING FOR INSTRUCTION ON CLEANING. IF YOU HAVE A PROFESSIONAL SERVICE CLEAN THE PROPERTY, YOU MUST PROVIDE THEM SPECIFIC INSTRUCTIONS ON FLOORING CLEANING (APPROVED VENDORS AND CONTRACOTES ARE NO EXCEPTION)**
- Light Bulbs** – Shall be replaced wherever bulbs have burned out with compatible matching bulb, i.e., energy saving bulb to match prior energy saving bulb;
- Light Fixtures** – Interior and exterior light fixtures must be clean and dust free including fan blades; light globes must be washed, broken globes replaced;
- Light Switch Covers** - Replace damaged or broken receptacle & light switch covers. Covers should match existing.
- Smoke Detectors** - Smoke detectors need to be cleaned, dirt and dust free, and remove all cob webs, etc. Smoke detector batteries should be replaced.
- Trash** – All trash must be removed from premises, not awaiting trash pickup;
- Walls** – Wiped clean, dusted so that no marks are visible and cobwebs are not present. Nails must be removed and holes patched
- Windows** – Interior & exterior glass cleaned in every room; Window tracks should be vacuumed & free of debris; Screens need to be cleaned and/or replaced or repaired if holes are present.
- Window Sills** – Window sills should be vacuumed and washed in every room;
- Window Treatments** – Mini blinds and curtain rods must be clean and free of dust; Curtains and or valances should be dry cleaned, if applicable;

## Kitchen:

- Cabinets and Drawers** - Wash cabinets and drawers inside and out. Remove any shelf paper. Wipe out drawers with damp rag.
- Countertops and Backsplashes** – Thoroughly cleaned, free of grease, debris and food particles;
- Dishwasher** - All interior and exterior surfaces should be free of soap residue and food particles. Exterior surfaces should be wiped clean of all dirt, stains and food particles to include the door seals.
- Garbage Disposal** - Disposal should be clean of all food particles and odor free.
- Range Hood/Microwave** - All surfaces should be clean of dust, food particles and grease; Metal filters shall be cleaned or replaced, if applicable; Hood fan light bulb should be operational.
- Refrigerator** – Interior and exterior washed throughout – after removing all bins and racks so that all refrigerator components have been thoroughly cleaned; the seal around all doors should be clean and free of mildew, stains, etc. The condensation (drip) pan under fridge needs to be cleaned if, accessible. The appliance shall be moved so that floor underneath is cleaned and coils behind have been vacuumed; Refrigerator bulbs shall be replaced with compatible bulbs if burned out; If refrigerator is not frost free, freezer must be defrosted; Refrigerator should not be turned off or unplugged, but instead turned to a low setting.

**Stove** - Remove racks and broiler pan, soak in hot water to clean, dry well. Clean inside of oven, top of stove, under elements, pan drawer, exhaust fan, hood. Remove lower drawer and clean under stove. Wash and dry outside of stove. Drip pans should be replaced if signs of wear are evident.

### **Bathrooms:**

- Bathtubs>Showers** - Clean and remove all stains, dust, lime, mineral deposits and soap residue from bathtubs, toilets, sinks, showers, shower doors, shower surrounds, door tracks, towel bars and built-in soap dishes. Caulk/grout tubs as necessary.
- Floors (vinyl, ceramic, etc.)** - Should be mopped and all base molding and trim cleaned including crevasses and corners.
- Toilets** – Entire toilet fixture shall be scrubbed and disinfected including toilet base, tank top and crevices behind toilet; If stains cannot be removed from toilet seat it should be replaced.
- Sinks/Mirrors/Faucets** – Should be cleaned and chrome should be free of streaks and spots;
- Vanities/Cabinets/Shelving/Towel Bars** – The interior of all medicine cabinets and vanity cabinets must be clean and shelving should be free of rust; If rust cannot be removed, medicine cabinet should be replaced. Contact paper or shelving liners should be removed. Towel bars should be cleaned and/or replaced if broken.
- Walls/Ceramic Tile** - Wash all walls and doors until free from dirt, mildew, marks, etc. Ensure that tile is thoroughly cleaned from all soap scum.
- Exhaust Fans** - Need to be cleaned and free of dust.

### **Exterior:**

- Trash/Debris/Leaves** - Remove all personal belongings from yard and pick up & remove all trash, rubbish and debris. To include cigarettes butts, cigar butts, broken glass, leaves, etc. Gutters & downspouts should be cleaned out and free of debris.
  - Yard Maintenance** - All flower beds around home should be cleaned out and weed free. Lawn should be mowed and edged several days prior to vacating.
  - Siding** – Wash exterior siding if dirt, mildew or marks are present.
  - Carports/Garages/Patios** – should all be broom clean and clear of debris.
  - Trash Cans and/or Recycle Bins** – present at the start of your lease, should remain at the property.
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**Approved Vendors and Contractors List:**

**House and Carpet  
Cleaning:**  
Ash Maids Inc  
1(855)-Ash Maids or  
**1(855)274-6243**  
Ash Cleaning &  
Restoration  
1(855)Ash Cleaning  
or **1(855)274-2532**  
**www.ashmaids.com**  
**www.ashcleaninginc.com**

**House Cleaning:**  
Next Day Cleaning  
4211 Ridge Top Road,  
Suite 1318  
Fairfax VA 22030  
**(202) 615-7744**  
**www.nextdaycleaning.com**

**Elite Cleaning  
Services, LLC**  
3221 M St NW  
Washington DC 20007  
**(202) 644-8295**  
(202) 733-1050  
**www.dcelitecleaning.com**

**Carpet Cleaning:**  
Absolute Carpet Care  
Inc.

45921 Maries Rd. Ste.  
180  
Sterling VA 20166  
**(703) 925-0022**  
(703) 584-5066  
(703) 925-9332 (fax)  
**www.absolutecarpetcare.com**

**Natura Care**  
32 Dulany Ct  
Sterling VA 20165  
**(571) 332-3890**  
**www.naturacare.com**

**Chimney and Gutter  
Cleaning:**  
**J and E Home  
Service**  
10118 Hampton  
Woods Dr.  
Fairfax Station VA  
22039  
**(703) 853-7395**  
(301) 814-4114  
**www.jandehomeservices.com**

**Gutter Cleaning:**  
**Gutterman Services  
Inc.**  
45888 Woodland Rd  
Sterling VA 20166  
**(571) 287-2728**  
(571) 287-2730

(703) 430-0485 (fax)  
**www.guttermanservice.com**

**Chimney Cleaning:**  
**The Chimney Doctor  
Nova Inc.**  
2817 PS Business Ctr.  
Woodbridge VA  
22192  
**(703) 551-0005**  
(703) 580-9142 (fax)  
**www.thechimneydoctor.com**

**Pest Control:**  
**Connor's Pest  
Protection**  
P.O. Box 1480  
Springfield, VA 22151  
703-321-0400  
**www.ConnorsPest.com**

**Pro Tech Termite  
and Pest Control**  
7426 Alban Station  
Blvd. Ste. B-216  
Springfield VA 22150  
**(877) 364-5977**  
(703) 440-8523 (fax)  
**www.protechpest.com**



## Tenant Final Statement and Security Deposit Return Form

Please print, complete and email this form along with all the required documents to [Info@PeabodyResidential.com](mailto:Info@PeabodyResidential.com) within 30 days after the lease end date.

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

Lease End Date: \_\_\_\_\_

Move Out Date: \_\_\_\_\_

Tenant Name(s): \_\_\_\_\_

Tenant Best Contact Number: \_\_\_\_\_

Best Email

Address for Final

Statement Delivery: \_\_\_\_\_

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

Included with this form is my final utility statement/confirmation of payment, noting a \$0.00 balance.

\_\_\_ Water/Sewer

\_\_\_ Electric

\_\_\_ Gas

I confirm that I have delivered this document within 35 days after my lease end date.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date