

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

Current Address : \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

This is to notify you of my/our intention to vacate the above property the last day of  
\_\_\_\_\_, 20\_\_\_\_

## 30 Day Notice to Vacate

This is my 30-day notice (33-day notice if mailed) that I will end my rental agreement in accordance with my lease agreement. I will remove my belongings by that date. My new address is listed below. You can send my deposit to that address.

My forwarding address where you can send me my security deposit is as follows:

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

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

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

\_\_\_\_\_  
Tenant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant's Signature

\_\_\_\_\_  
Date

[ Mail ] PO Box 1821 Higley AZ 85236  
[ E-Mail ] RENT@THEPHOENIXAREA.COM  
[ Fax ] (480)355-8921

# [ Reminder Notice ] LEASE EXPIRING

## YOU HAVE TWO OPTIONS

### 1st Option

**Contact your Property Manager** and set up a time to sign a new lease. The Property manager will meet you at the home to conduct a walk through of the property, (this may include videotape or pictures taken of the interior and exterior). We are looking at the overall condition of the property as well as the condition of all appliances, blinds and landscaping supplied with the home.

### 2nd Option

#### MOVE-OUT

Put it in writing – As per Lines 255 □ 256 of your lease, before notice is accepted by management, it must be put in writing. The notice must include the date you anticipate having the property ready for a move □ out inspection and a forwarding address. Your forwarding address and new contact information is very important since your security deposit refund will be mailed to the last known address we have on file. Notice must be one full calendar month (1st through the 1st) and mailed, faxed or emailed to our office. Email confirmation will be required for notice to be considered received.

**Move-out inspection** - It is your responsibility to schedule your move-out inspection during business hours should you choose to be present. Please schedule as early as possible, especially if you are moving out of state or during the last week of the month. Asking for a same day inspection is often impossible, as the Property Managers have a full schedule

1. Inspections are made from 9:00am □ 4:00pm Monday through Friday. Inspections will not be done on weekends, evenings or Holidays. They take approximately an hour, depending on the size of the home.
2. All utilities are to remain on for five to seven days after the inspection. This enables management or other vendors to have utilities for any additional work if all is not acceptable with the initial move out inspection.
3. Inspections are made only after you have completely vacated the unit, carpets have been professionally cleaned and are dry (receipt required), yard is mowed,

landscaping clean and trimmed, all trash is hauled off, utilities still on and you are ready to turn over keys at the time of the inspection.

4. A room-by-room check will be made, including interior, exterior, grounds, appliances, windows, curtains, blinds, etc.

5. A re-inspection fee (minimum, \$50.00) will be charged for each return trip that is required after the first appointment. If the Inspector arrives for the appointment and the house is not ready, the utilities are not on or the inspector cannot gain access to the home, the inspector will leave. You will be charged for all subsequent trips.

**Security Deposit Refund** – As per Line 57 of your lease, **THE SECURITY DEPOSIT MAY NOT BE USED AS THE LAST MONTH'S RENT**.

Your security deposit, partial deposit refund or a letter stating how much you owe due to damages will be mailed to the last known address within 14 business days of your final move-out inspection or when Management obtains possession of the property. Possession

occurs when keys are returned to the office or hand delivered to the inspector.

The following are some of the requirements for a full refund:

- Management has received from you a written 30-day notice prior to vacating as described in the MOVE-OUT section of this handbook and Lines 255-256 of your lease.
- You have left the premises clean, undamaged, and followed all check out procedures in the lease and this handbook.
- All walls are clean and unmarred (home interiors are not always fully painted between residents).
- All carpets have been professionally cleaned by an approved vendor and paid receipt given to Management or Inspector upon move out.
- All landscaping has been trimmed, blown out, raked and debris removed from the property.
- You have paid all rent due, additional charges, HOA fines, etc.
- You have removed all possessions, rubbish, and discarded all items from the premises.
- You have provided a forwarding address and telephone number.
- You have an acceptable move out walk-through.

Requirements if you are vacating the premises at the end of your lease: Please review your handbook for the minimum cleaning standards. If you need a copy of the lease or your handbook please contact your property manager. You must have all personal belonging and the house professionally carpet cleaned prior to your move out inspection time.