

Tenant's 30 Day Notice to Vacate

Tenant Name(s): _____ and all others

Property address: _____

Phone # : _____ Email: _____

MOVE OUT DATE: _____ (30 days' notice is required. A letter will be sent to you, stating final month's charges.)

MOVE OUT REASON: _____

FORWARDING ADDRESS: _____

To receive a refund of your deposit, the following is required prior to returning keys to the Owner/Agent:

- All rent and outstanding charges must be paid in full, by the date keys are returned to the office.
 - Tenant is responsible for final month's rent, unless specifically written in Lease Agreement.
 - Final month's charges must be paid by **MONEY ORDER** or **CASHIERS CHECK** only, no exceptions.
 - Partial Payment Plans (for rent charges) are not accepted during final month of tenancy.
- All utilities must remain in the tenant's name until keys and possession of the property have been returned to the Landlord.
- All keys, garage remotes, etc. returned directly to the office (*do not leave them at the property*).
 - Rent continues until all keys, remotes, etc. are returned directly to Leasing office.
 - Tenant will be charged for any un-returned keys and/or remotes.
- Property must be left clean and in "move in condition".
 - Property cleaned (inside/out):
 - *Cabinets, drawers, appliances, light fixtures, patio/deck, garage, closets, baseboards, blinds, ceilings, walls, etc.*
 - Property is to be free of trash or other debris.
 - No personal items are to be left at the property.
 - Damages beyond normal wear and tear must be professionally repaired.
 - Heating vents and cool air intakes must be vacuumed.
 - Furnace filter must be replaced.
 - Light bulbs, batteries, screens, drip pans, etc. replaced with new item.
 - Paint returned to original color (unless previously arranged with Landlord).
 - Fireplace and hearth (brickwork) must be free of soot. Ashes are to be removed from fireplace box.
 - All windows, windowsills, tracks and doors cleaned (free of dirt and mildew).
 - All garbage/trash/debris removed to appropriate receptacle.
 - Lawns and grounds trimmed and mowed, if applicable.
 - If a pet resided in the home, the property must be treated for fleas and ticks by a professional vendor (if applicable).
 - Excessive holes must be patched with a lightweight spackle.
 - Damage due to incorrect spackling may result in "tenant damage" charges.
 - Carpets have been professionally cleaned prior to move in (*unless specifically stated in lease agreement*).
 - Cost to re-clean the carpets will be deducted from refundable deposit (per your lease agreement).

Note: ORS 90.427(4) if the tenant remains in possession without the landlord's consent after expiration of the rental agreement or its termination, the landlord may bring an action for possession. In addition, the landlord may recover from the tenant any actual damages resulting from the tenant holding over, including the value of any rent accruing from the expiration or termination of the rental agreement until the landlord knows or should know that the tenant has relinquished possession to the landlord.

Pursuant to Oregon Landlord/ Tenant law, I hereby give 30 days' notice of intent to terminate tenancy and vacate the unit. By signing below, I am confirming that all occupants of the home will be vacating on the date stated above.

Tenant's *Signature*

Printed Name

Date Signed

Management's Acceptance: _____ on _____