



30 DAY NOTICE OF INTENT TO VACATE

To: Property Management & Maintenance, LLC (PM&M)

I/We \_\_\_\_\_ hereby give 30 day notice
today \_\_\_\_\_. I/We intend to terminate the tenancy and to
(Date)
move from the premises located at:

\_\_\_\_\_, (Apartment # (if applicable) \_\_\_\_\_
(Street Address)

\_\_\_\_\_, NV \_\_\_\_\_
(City) (Zip)

I/We intend to be vacated, have property clean, yard manicured, and have ALL keys, and
garage door remotes (if applicable), returned to PM&M by noon on or before:

\_\_\_\_\_.
(Date)

It is understood that the property will go back on the rental market and I/We will allow it to be
shown with reasonable notice. It is further understood that I/We will be charged the prorated
rent for any additional days that the keys are kept and/or not returned to PM&M. I/We
understand if I/We are breaking the lease, that I/We are responsible for the unit until said lease
is up or another qualified tenant is secured. This means that I/We are responsible for the rent,
utilities and any other charges. Per my/our lease, security deposit is not to be used as the last
months rent.

Brief reason for leaving: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

\_\_\_\_\_(Tenant) \_\_\_\_\_(Date) \_\_\_\_\_(Tenant) \_\_\_\_\_(Date)

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

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

Cell Number: \_\_\_\_\_ New Home Number: \_\_\_\_\_

Work Number: \_\_\_\_\_



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## TENANT MOVE - OUT INFORMATION

If you find yourself reading this letter, you have most likely given us written notice of your intent to move out of one Property Management & Maintenance, LLC's (PM&M) managed properties. We have provided you with this letter to help your move-out proceed smoothly and to insure that you do not forget anything that would impact your deposit.

1. Per your lease, notice must be given, in writing, thirty days prior to the due date of your last month's rent.
2. The actual date we stop charging you rent is the day your lease ends or when you turn the keys in, whichever is later. That is when you actually give us possession of the unit.
3. The carpets must be vacuumed and "professionally cleaned". By this we mean a licensed and insured professional carpet cleaning company using a high performance steam unit and not one rented from a grocery store. This is done for the health and safety of the next Tenant. We have vendors that do this at very reasonable rates. We strongly suggest you let us call ours—it will definitely save you money. A receipt from such a professional carpet cleaning company must be turned in to PM&M if you use your own carpet cleaning professional.
4. Make sure that any yard cleanup or landscape maintenance that you are responsible for is done before you vacate. If is left undone, we will have to have it done at your expense and it may delay returning your deposits to you.
5. The best way to prepare for a move-out is to refer to your move-in inspection report and try to leave the unit in the same or better condition than you received it. The most common problems we find are dirty stoves, damaged blinds, broken or missing switch plates and/or outlet covers, holes in doors and walls, burnt or missing light bulbs, weeds in exterior planters.
6. Once keys are returned, you will not be able to re-enter the unit to clean or correct any overlooked repairs. Please make sure to have everything complete prior to returning keys to PM&M.

Please call with any questions you may have.

Sincerely,

Craig A. Hall  
Broker / Property Manager



## CLEANING CHECK - LIST

### General

- Clean Windows & Window Coverings/Blinds     Window Sills/Slider Tracks     Vacuum ALL Carpet Areas  
 Change Furnace Filter     Ceiling Fans     Cobwebs     Dust Plant Shelves     Baseboards  
 Door Frames & Doors     Walls: Wash Where Needed     Outlet/Switch Covers

### Bathrooms

- Toilets (Base, Bowl, Etc)     Sinks     Shower/Tubs     Shower Door (If app.)     Inside/Outside Cabinets  
 Mirror     Medicine Cabinet     Sweep & Mop Floor     Drawers: Inside & Out

### Kitchen

- Counters     Oven     Stove/Range     Vent Hood     Inside/Outside Cabinets     Dishwasher  
 Microwave     Refrigerator (inside, top, and doors)     Floor Sweep & Mop     Sink - Dry After Cleaning

### Laundry

- Wipe Down Washer & Dryer     Inside/Outside Cabinets/Shelving

### Garage and Yard

- Pick Up & Haul Trash     Sweep Garage     Clean Oil/Grease Stains From Garage & Driveway  
 Pull Weeds and Pick Up Animal Waste     Patio



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## TENANT MOVE - OUT AWARENESS

This document has been created to make you aware of easily avoidable charges against your security deposits after you have moved out of your rented dwelling. Please read over the list of most commonly neglected items and the **approximate** associated costs. Although this is not a complete list, it will give a general idea of what some of our vendors charge. PM&M does not add anything to a vendor's invoice. You are charged exactly what the vendor bills PM&M.

<b>General Cleaning</b>	<b>\$25.00 / Hour</b>
Kitchen	
Windows	
Vacuuming	
Bathrooms	
Blinds	<b>\$15 / Blind</b>
<b>Repairs and/or Maintenance Items</b>	<b>\$39.00 / Hour + Material Cost</b>
Furnace Filter	
Sheetrock Repair	
Door repair/Replacement	
Smoke Detector Batteries	
Light Bulbs	
Replacing Window Blinds	
Door Stops	
Outlet Covers	
Trash/Furniture/Appliance Disposal	<b>\$39.00 / Hour + Disposal Fees</b>
Weeding/Yard Repair	<b>\$50.00 Minimum</b>

Disposal of hazardous waste such as car batteries, tires, motor oil, paints, insecticides and many common household chemicals are not accepted by trash companies and become very expensive to dispose of. Many places have recycle centers you can take them to and avoid the high cost of disposal.

Carpet cleaning will be less expensive if you use the company we use because you will receive the volume discount PM&M receives.

We hope this will be of help to you during your move out.

PM&M Staff