



H&S Reny Property Management, Inc.

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NOTICE OF INTENT TO VACATE

NAME: _____ **ADDRESS:** _____
UNIT SIZE: _____ **DATE:** _____

TO BE FILLED IN BY TENANT OR REPRESENTATIVE

I, _____, hereby serve notice of intent to vacate to vacate my apartment on the _____ day of _____. I intend to move to _____. My reason for moving is as follows: _____ Please note your plans for returning ALL of the keys to your unit: _____

My Pro-ration amount is \$ _____.

My telephone is _____.

SIGNED: _____.

Tenant or Tenant Representative

WHEN MOVING OUT

Pay all rent due, including the period covered by this thirty (30) day notice.

All keys must be received by the office on or before your legal move out date. If keys are not returned and apartment is found abandoned, you will be charged for the apartment locks to be changed.

Notify the Post Office; fill out a change of address form.

Notify Central Maine Power (CMP) and your Satellite Dish or cable television provider if you have been a subscriber.

Completely clean the apartment. Strip floors of all dirt and wax, wash, and re-wax. Clean stove and refrigerator and leave them plugged in. **DO NOT TURN OFF REFRIDGERATOR.** Clean any exhaust fans, cupboards, and bathroom. Replace any missing or burnt light bulbs. Do not leave any "JUNK" in the apartment. Labor for removal of any items will be charged to the tenant. Make sure the yard is tidy.

If requesting to be present for move out inspection please contact our office 2-3 days in advance of the actual move out date to schedule an appointment for the move out inspection. **ALL** keys to unit **MUST** be turned into our office on or before you actual move out date. **PLEASE NOTE:** You are still in possession of the apartment and responsible for the rent **UNTIL ALL** keys have been returned to our office.

BE SURE YOU LEAVE THE APARTMENT IN THE SAME CONDITION IN WHICH YOU FOUND IT. YOU WILL BE CHARGED FOR CLEANING AND REFURBISHING BEYOND NORMAL WEAR AND TEAR.