

**Notice of Intention to Vacate & Move-Out Letter**  
**30 Day Notice**

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

Today's Date: \_\_\_\_\_

To the Owner/Agent: \_\_\_\_\_

Please be advised that it is our intention to vacate the premises known as: \_\_\_\_\_  
\_\_\_\_\_, APT# \_\_\_\_\_ in the City & State of: \_\_\_\_\_  
Name of Complex

Our reason for vacating the above premises is \_\_\_\_\_

I will call and schedule a walk through during office hours with management, at that time I will turn in my keys.

Please provide a forwarding address where we may mail your refund less any lawful deductions for the cost of necessary cleaning, painting and repairs of damages. We will return your deposit balance, and an itemization of any charges, within the time allotted by law after you move out.

Please note that refund checks cannot be mailed out without the forwarding address, \_\_\_\_\_ (Initial). The Manager cannot issue a refund check; this is done through our Corporate Office.

Our forwarding address and telephone number will be:

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

Street Address: \_\_\_\_\_ City \_\_\_\_\_

State & Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

Before vacating, be sure to thoroughly vacuum the floors. The walls need to be cleaned and doors and baseboards thoroughly wiped down. Make sure that the kitchen cabinets are cleaned inside and outside, free of any smudges or grease. The appliances, including the stove, refrigerator, dishwasher, washer, dryer need to be cleaned, this includes underneath and behind all appliances. The floors should be cleaned and no food debris should be present in the baseboard. The kitchen sink should be polished. In the bathroom, make sure to clean the tub enclosure, the sink, cabinets, vanity top and mirror, and toilet thoroughly. The floor should be clean and free of any hair. All windows need to be cleaned; all window and door tracks should be free of dirt and bugs. The blinds need to be clean and not dusty. All light fixtures, plug outlet covers, and air conditioning vents need to be free of dust. Clean your balcony area of dirt and grease, sweep down the vinyl. All clean top to bottom, behind, inside and out or be charged fully the cost of our cleaning services.

Once you have cleaned your apartment and removed all you belongings, contact the Manager at: 501-\_\_\_\_\_ and arrange for a walk-through inspection. **YOU MUST- return all keys.** If you cannot be available to schedule a walkout during normal business hours with a manager, you understand that the manager will do the checkout and schedule work accordingly to restore the unit to its original condition, \_\_\_\_\_ (Initial). You will be charged for painting, cleaning, carpet cleaning and any damages that were caused by the resident or guest, \_\_\_\_\_ (Initial). If there are any unpaid late fees, or NSF fees or other fines not paid by the resident during their residency, these amounts will be deducted from the deposit also, \_\_\_\_\_ (Initial).

We appreciate your stay here and hope that in the future should you need a new home that you will come back to us.

\_\_\_\_\_  
RESIDENT SIGN                      DATE

\_\_\_\_\_  
OWNER/ AGENT SIGN                      DATE