



7150 W. Potomac Dr. • Boise, ID 83704 • (208) 321-1900 • Fax: (208) 321-1901

Check us out on the web at: www.frpmrentals.com

30 Day Notice To Vacate

Current Date: _____ **Address:** _____

Reason for moving: _____

I (we), _____, do hereby give notice to vacate the Property stated above. I (we) do acknowledge that I (we) **are responsible for rent for 30 days from the day this notice is received by management, or until the end of my (our) lease period, which ever is longer. If the term of the lease is not fulfilled I (we) understand that a Termination Fee may apply.** If other roommates on the lease agreement are staying I (we) understand I (we) are not receiving any portion of the deposit back. I (we) will be completely moved out and will turn in the keys to a **FRPM representative** no later than _____.

If keys are not surrendered by this day I (we) understand I (we) will be charged for rent for each day until keys are returned. Any changes to the move out date must be submitted in writing. During the period of this notice I (we) are aware that First Rate Property Management, Inc. will be showing the property to possible future tenants, providing reasonable notice is given. **If you use Paylease to pay your rent it is your responsibility to notify Paylease to cancel your services. If you fail to do so FRPM will not be held responsible for any funds withdrawn. You will need to bring your pro-rated rent amount payable by check or money order to FRPM instead of using Paylease for the final pro-rated move out rent.**

WE ARE GOING PAPERLESS! PLEASE PROVIDE AN E-MAIL ADDRESS SO WE MAY SEND YOU A COPY OF YOUR 30-DAY NOTICE.

Street Address

Resident's Signature

City, State, & Zip Code

Resident's Signature

New Phone Numbers

Resident's Signature

E-Mail Address (PLEASE PRINT CLEARLY)



10673 W. Halstead. Suite 102. • Boise, ID 83713 • (208) 321-1900 • Fax: (208) 321-1901

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PLEASE CONTACT OUR OFFICE AT 321-1900 ONE WEEK BEFORE YOU MOVE OUT TO SCHEDULE A WALK-OUT INSPECTION

WALK-OUT GUIDELINES

Tenants Moving Out

As you prepare to move from your residence on the date provided on your 30 Day Notice to Vacate, we want to take this opportunity to help you get as much of your security, cleaning, and damage deposit back as possible.

NOTICE: Tenant must complete a 30-Day Notice to Vacate form. These forms are available at the office and can be picked up or mailed. Verbal notices are not accepted or honored. Failure to provide written notice utilizing the FRPM form will cause tenant to be responsible for all rent until new tenants are accepted, late fees, and other related turnover costs.

RENT: Tenant is responsible for rent up to the 30th day of their 30-Day Notice to Vacate. Failure to do so will result in late fees. *Example: Tenant gives FRPM Notice to Vacate on November 10th, tenant is responsible for all of November's rent and 10 days in December. If the 10-days of pro-rated rent is not paid on or before December 1st, late fees will be applied.*

EXTENSIONS: If Tenant wishes to stay longer than specified on the 30-Day Notice to Vacate form, tenant must first call our office to see if this extension is acceptable. If the extension is acceptable, tenant must complete a new 30-Day Notice to Vacate form to show the new Walkout date. Tenant will be responsible for all rent to the new date. If tenant requests an extension, but vacates earlier than expected, tenant is still responsible for rent up to the date shown on the 30-Day Notice to Vacate form. *Example: Tenant gave notice to vacate on November 10th and planned to be moved out by December 7th, but needed 5 more days to move. Tenant must call office to see if extension is acceptable. If acceptable, Tenant completes new 30-Day Notice to Vacate form, to show a move out date of December 12th. On or before the December 1st, tenant must pay 12 days of pro-rated December rent or will be charged late fees.*

EARLY DEPARTURE: If tenant vacates prior to the 30th day of the notice to vacate, tenant should notify FRPM and turn in all keys. Tenant is still responsible for rent until the 30th day of the notice to vacate. FRPM will attempt to prepare the unit for new tenants as quickly as possible and if new tenants are selected prior to the 30th day of the notice to vacate, pro-rated rent shall be given with the refund of the Security, Cleaning, and Damage Deposit.

KEYS: Tenant will be charged rent until all keys and garage door openers are turned in. If tenant fails to turn in keys, tenant will be charged to change all locks and rent up to the day the locks were changed. *Example: Tenant gave notice to vacate on November 10th. Tenant paid all of November's rent and 10 days of pro-rated December rent, but did not turn in the keys until December 15th. Tenant will be responsible for 5 additional days of December's pro-rated rent plus late fees.*

WALKOUT INSPECTION: A walkout inspection will be performed with or without you. The following requirements are necessary to schedule a walk-out inspection with Tenant: (1) Tenants desiring to be present at the Walkout Inspection should call the Maintenance Department at 577-5201 to schedule an appointment. Tenants should call and schedule at least one week prior to vacating the property. (2) The unit must be completely vacated in order for the FRPM representative to perform the inspection, (3) No follow-up inspections are made, so do your best to have everything cleaned prior to inspection. Failure to comply with the above requirements or if the property requires cleaning prior to new tenants, cleaning charges will incur at tenant's expense. Note: FRPM representatives are not cleaning experts. They do not own a cleaning company and they do not perform maintenance. Any costs given are estimates only. All estimates given to tenants are passed onto any contractors hired with the request to meet or beat the estimate.

CLEANING: Enclosed with this checklist is a cleaning inspection checklist. Perform the cleaning as outlined and you will be fine. **CAUTION:** Very few tenants perform all of the cleaning issues on this checklist or fail to do so satisfactory. It is highly recommended that tenants follow the above Walk-Out Inspection procedures. Tenants who request walk-out inspections tend to get more of their deposit back and rarely are surprised about repair costs for any damages.

CARPET CLEANING: Carpet cleaning is automatically performed after tenant vacates the property with an FRPM approved contractor and the cost is automatically deducted from the security, cleaning, and damage deposit.

DAMAGES: Tenant shall be charged for the repair of all damages, unless otherwise noted on the Move-In Inspection Sheet. It is the tenant's responsibility to complete this inspection sheet and to turn the original into the office. It is highly recommended that tenant keep a copy for themselves. Our office will gladly make these copies at no cost. *Example: Tenant moves in and notices that the blinds were damaged and FRPM was unaware that the blinds were damage. Tenant fails to turn in documentation that the blinds were damaged on the Move-In Inspection Sheet. The tenant later vacates and FRPM notices that the blinds are damaged and replaces them. Tenant will be charged the cost to replace the damaged blinds because no written documentation existed stating otherwise.*

LIGHT BULBS, SMOKE DETECTORS, ETC: Tenant is responsible for maintaining all smoke detectors during occupancy. Tenant is responsible for replacing all expired/missing: light bulbs, smoke detector batteries, appliance light bulbs, and furnace filters. The cost to replace them will be at the tenant's expense.

By signing this document, I understand and agree that if my account with First Rate PM becomes delinquent and payment is not made on amounts owing under the terms of my tenancy, and the balance is placed with a licensed collection agency, I agree to pay the fees of the collection agency, which amount is theretofore agreed to be 50% of the outstanding balance at the time the account is placed for collections. The 50% collection agency fee will be calculated and added at the time the account is placed into collections.

Tenant Signature:

_____ Date: _____
_____ Date: _____
_____ Date: _____