



## NOTICE OF INTENT TO VACATE

I/we agree to PAY DOUBLE my CURRENT PER-DIEM rent for each day I/we continue to occupy the residence **after the indicated date to vacate.** A vacated apartment is defined as all items removed and keys being returned to Landlord's office.

I/we acknowledge having received and agree to the Bray & CO. Property Management NORMAL WEAR AND TEAR and CLEANING YOUR VACATED APARTMENT sheet.

I/We agree that any unpaid balance of rent, cleaning, damage charges or any other rental obligations due Bray & CO. Property Management will be sent to collection and will remain on credit records until paid.

I/ We \_\_\_\_\_ hereby give written notice of my/our intention to vacate the property at \_\_\_\_\_.

I/We will move out by midnight on \_\_\_\_\_.

With this notice, I confirm my understanding of the importance of turning over possession of my residence on the day promised. I also give my permission for the managers to show my residence to future applicants at any time.

An appointment for a pre-move out walk-through inspection may be made with the manager at least one week prior to the move-out date. This inspection must be during normal office hours with the residence completely empty. At this time, tenant will be advised of what, if anything, tenant has missed. Tenant will have the opportunity to take care of these things on the date of the walk through. If landlord does not hear from tenant, landlord will assume that tenant wants landlord to complete a walk through without them. The landlord will then arrange for any additional cleanup that may be required.

If tenant chooses to leave any or all of the cleaning for landlord, tenant will be charged for these cleaning services at the rate of \$25.00 per hour. This is in addition to any repairs or services above the ordinary that the landlord must contract out.

Upon vacating the unit, tenant must notify all utility companies, return keys to landlord's office, and leave a forwarding address with the Post Office and with landlord.

**Tenant deposit refund, if any after applicable deductions, will be mailed from the Bray & CO. office to the forwarding address provided within 60 days after lease expiration.**

Tenant understands that in accordance with the Rental Agreement and Security Deposit Agreement, it is necessary to give this notice of intent to vacate at least **one full calendar month** prior to the expiration of lease or any month-to-month tenancy. Tenant also understands that if they move before the expiration of lease they will be liable for: 1) the balance of lease and charges for utilities until the unit is reoccupied or the lease expires; 2) all costs associated with re-renting the unit, including a releasing fee equivalent to month's rent. In addition, tenant understands that if they move before the expiration of lease, they will be responsible for all cleaning, maintenance, repair and/or painting to bring the unit up to the same condition as when tenant moved in with consideration for normal wear and tear and that the Security Deposit will be forfeited.

NOTE: Notice of Intent to Vacate MUST be signed by all persons on the lease to be valid

### Requirements for refund of Security Deposit are as follows:

#### GENERAL AREAS:

- Carpet should be vacuumed.
- Light fixtures, ceiling fans, and shelves are to be cleaned and all light bulbs working.
- Windows and screen should be washed, inside and outside. Window sills and tracks cleaned.
- All tile, wood floors, and baseboards are to be cleaned well.
- Balcony or patio areas should be swept and cleaned.
- Fireplace or woodstoves should be cleaned.
- Window Coverings: Vacuum drapes, wipe down traverse rods, wipe down and clean mini blinds.
- Clean off all outlet covers and switch plates.
- Remove all personal belongings and trash.
- Grounds (where applicable) should be free of debris, weeds, and animal feces. Grass should be recently mowed.

**KITCHEN:**

- Refrigerator is to be defrosted, cleaned, and turned on low. **Do not turn off or unplug.**
- Entire oven and range must be spotless, including broiler pan, shelves, drip pans and rings, and underneath the drip pans.
- Hood and exhaust fan should be cleaned.
- Cabinets, drawers, sinks, and faucets should be completely cleaned inside and out with a damp rag.
- Dishwasher and disposal are to be cleaned.
- Floor underneath the refrigerator and stove is to be cleaned.
- Air conditioning, furnace and water heater should be dust free and floor mopped.
- Wall should be clean and free of grease.

**BATHROOMS:**

- Tile is to be washed and grout cleaned.
- Medicine cabinet and/or vanity is to be cleaned, including mirror and shelves.
- Tub, basin, showers, tile and toilet are to be cleaned to a shine.
- All chrome fixtures should be clean and show no water marks.
- Clean light fixture and outlet covers.
- Walls should be clean and free of mildew.
- Mirrors should be clean and polished.

Dated \_\_\_\_\_.

Forwarding Address(es) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
Resident's Signature

Received this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Bray & CO. Property Management