

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

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

Phone: \_\_\_\_\_

I(we) hereby are giving our 30 day written notice to vacate the above mentioned unit. The keys will be returned to the office no later than \_\_\_\_\_.

Security deposits are mailed within 30 days after the keys are returned. Please submit a forwarding address and phone number.

I understand to have my deposit refunded when I move, I must:

1. Give a thirty (30) day written notice after my lease has been fulfilled. If you are on auto withdrawal for your rental payment, fill in date to stop withdrawal.  
STOP WITHDRAWAL EFFECTIVE: \_\_\_\_\_.
2. Have home/apartment clean. (This includes bathroom, commode, tub, and sinks). Vacuum carpets and clean all vinyl. Wipe out all cabinets and clean out closets, storage sheds and garages.
3. Have appliances clean inside & out, (Stove, oven, refrigerator, dishwasher, and washer and dryer if equipped).
4. Haul off all trash, tires and personal property. To avoid a hauling fee do NOT place items at the street, at the dumpster or beside trash toter.
5. Mow, rake, trim yard and clean out the gutters if it is your normal responsibility.
- ▶ ▶ 6. Advise landlord two (2) days prior to having utilities turned off. **Do not turn off utilities or heat in winter. Keys must be returned the day before the utilities are taken out of your name.**
7. Do not drive in yard areas or on sidewalks.
8. Return keys to office.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

New address: \_\_\_\_\_

City, St., Zip: \_\_\_\_\_

New phone number: \_\_\_\_\_

Please keep a copy for your records. Return the original to the office.