

30 Day Notice to Vacate

Current Date: _____

Address:

Reason for moving: _____

I (we), [ALLNAMES], 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, whichever is longer. If the term of the lease is not fulfilled, I (we) understand that a Termination Fee may apply.**

I (we) will be completely moved out and will turn in the keys to a American Family Communities no later than _____.

If keys are not surrendered by this day, I (we) understand that I (we) will be charged for rent for each day until the keys are returned. Any changes to the move out date must be submitted in writing.

PLEASE MAIL DEPOSIT RETURN/STATEMENT TO:

Street address: _____

City, State, & Zip Code: _____

Phone Numbers: _____

Email Address: _____

Resident's Signature _____ Date _____

Resident's Signature _____ Date _____

Received By: _____ Date _____

MOVE-OUT GUIDELINES

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 on our website . Verbal notices are not accepted or honored. Failure to provide written notice will cause tenant to be responsible for all rent until new tenants are accepted, late fees, and other related turnover costs are complete.

RENT: Tenant is responsible for rent up to the 30th day of their 30-Day Notice to Vacate or until their lease expires, whichever is longer.

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.

EARLY DEPARTURE: If tenant vacates prior to the 30th day of the notice to vacate, tenant should notify American Family Communities and turn in all keys. Tenant is still responsible for rent until the 30th day of the notice to vacate.

KEYS: Tenant will be charged rent until all keys 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.

MOVE OUT INSPECTION: A move out inspection will be performed with or without the tenant. The following states the rules of the move out inspection:

(1) Tenants will be given the move out inspection date and time. Tenants desiring to be present for the inspection will need to be there on time. There is no rescheduling of the inspection date and time.

(2) The unit must be completely vacated in order for the American Family Communities representative to perform the inspection.

(3) No follow-up inspections are made, so do your best to have all maintenance completed and everything cleaned prior to inspection. Failure to comply with the above requirements or if the property requires maintenance and/or cleaning prior to new tenants, these charges will incur at tenant's expense. Note: Cleaning is \$25.00 per hour and maintenance is \$55.00 per hour.

CLEANING: You will receive a move out inspection/cleaning checklist once you turn in your Notice to Vacate. Perform the cleaning as outlined. **CAUTION:** Very few tenants perform all of the cleaning issues on this checklist or fail to do so satisfactorily. It is highly recommended that tenants follow the Move-Out Inspection procedures and checklist.

DAMAGES: Tenant shall be charged for the repair of any and all damages (including nail holes placed in walls by the tenant), unless otherwise noted on the Move-In Inspection Sheet.

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 upon their move out. The cost to replace them will be at the tenant's expense.

Tenant Signature: _____ Date: _____

Tenant Signature: _____ Date: _____

Received By: _____ Date: _____

CLEANING/TIPS (to use when completing the move out inspection checklist)

1. Clean from room to room.
2. Clean top to bottom. Clean ceiling, then light fixtures, then window & blinds, walls, and the floors last.
3. Use Pledge or Old English Polish on wood cabinets after you have cleaned them with pine-sol/water solution.
4. Vacuum out drawers and cabinets first, and then wash them out with pine-sol & water solution.
5. Wash metal floor vents in dishwasher first, and then use pine-sol/water solution to wipe them out.
6. Use a dry toothbrush to clean switches, outlets, phone & cabinet jack crevices, and dust all blinds.
7. Use Pine-sol with warm water to wash down 90% of the interior.
8. Use soft scrub and a toothbrush to clean around faucet handles.
9. Use soft scrub to clean bath fixtures and showers. Then buff with a dry towel or glass cleaner to get streak free mirror finish on chrome.
10. Use Pumice stone to remove stains in toilets.
11. Vacuum window & patio door tracks, then use solution with toothbrush to clean well.
12. Vacuum carpets & treat stains.
13. Use self clean feature of oven first, then use oven cleaner. After applying oven cleaner, set the oven temperature to warm to expedite the drying of the oven cleaner solution. Then use a dry towel to remove the residue from the oven cleaner. This may take several attempts.
14. Use degreaser and a scrub brush to remove oil from driveway, garage, and storage.
15. Roll the refrigerator out and clean behind/underneath; pull out stove drawer to clean underneath.
16. Goo-B-Gone works to remove gum & stickers.
17. Repair any damage caused during tenancy (this includes filling in nail holes and completing any paint touch up that is necessary).
18. Mow lawn and remove any weeds from flower beds.
19. Remove any unwanted personal items and trash-home must be completely