



301 North Garden Ave, Sierra Vista, AZ 85635
Office: 520.458.4388 Fax: 520.459.7603 Toll Free: 800.388.4388

NOTICE OF INTENT TO VACATE INSTRUCTIONS. The move-out inspection will be performed by the landlord. The tenant has the right to be present at the time of inspection to determine if any damage in excess of ordinary wear and tear has been done to the rental property. The tenant needs to notify the Landlord fifteen (15) days prior to the Tenant's date of moving, if he/she wants to be present for this inspection.

Dear Legal Resident:

To make your departure a smooth transition, Sierra Vista Realty has provided you with these move-out, cleaning and maintenance reminders.

1. Your lease term needs to be fulfilled.
2. Turn in "Notice of Intent to Vacate" form (see attached) with a minimum 30 days notice from the 1st of the month.
3. Return all the keys to the property to Sierra Vista Realty's office located at 301 N. Garden Ave, Sierra Vista, Arizona 85635
4. Leave the garage door openers in the kitchen drawer at the property.
5. Don't leave behind nor abandon personal property in the dwelling or on the premises.
6. Allow yourself or a cleaning company sufficient time to clean the property.
7. Leave the utilities on for three business days after your departure.
8. Provide Sierra Vista Realty with a forwarding address and any special instructions regarding the return of the refundable security deposit.
9. Remember: the final inspection is the final inspection. It is not a preliminary inspection with rights of re-cleaning.
10. Amounts due for late fees, rent, returned checks, or other outstanding balances will be deducted from your security deposit.
11. Professional carpet cleaning receipt must be turned in with keys or we are obligated to deduct from your deposit our cost for cleaning.

For your convenience, I have attached an intent to vacate notice and a cleaning and maintenance guide. If you have any questions, please feel free to contact me at 520-458-4388.

Brad Snyder
Property Manager
Sierra Vista Realty



Sierra Vista Realty – NOTICE OF INTENT TO VACATE



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NOTICE OF INTENT TO VACATE

HOW TO USE: All tenants whose names are on the rental lease, who have a deposit with the landlord, or who are paying rent, should sign the Intent to vacate letter. If your lease contains a procedure or spells out termination requirements, you should follow those steps.

Thirty Days Written Vacate Notice is required when terminating a month-to-month lease or at the end of the lease term and must be issued no fewer than thirty (30) days in advance of the next due date (A.R.S. § 33-1375(B)). THE WRITTEN NOTICE IS REQUIRED EVEN IF YOU INTEND TO VACATE AT THE END OF THE LEASE. The notice should state a definite moving date. The lease stipulates the forfeiture of the entire security deposit if a 30-day notice is not given.

Please take notice of our intention to vacate our residence located at _____
on or before _____.

The reason we are moving is: _____

We understand that our Lease/Rental Agreement states that we have agreed to a 30 day written notice to vacate. We understand that we are responsible for paying rent through the end of the term agreed to in the Lease/Rental Agreement or until another tenant is approved by the management and has taken occupancy, whichever happens first. As we have agreed in our Lease/Rental Agreement, we will make the premises accessible to show to prospective tenants or purchasers at any and all reasonable times, whether we are present or not.

In addition tenant understands that tenant must return the keys of the rental dwelling to the office of Sierra Vista Realty at the termination of tenancy. Returning of the keys relinquishes all rights of possession to Sierra Vista realty and tenant may not re-enter the rental dwelling without Sierra Vista realty's permission. Tenant understands that Tenant will be responsible for rent until the end of tenant's 30-day notice or the return of tenant's keys to the office of Sierra Vista Realty, whichever date is the later date. Tenant also understands that the utilities are to remain ON and in the tenants name for three days after you have vacated to allow for completion of inspections.

My/our deposit(s) and other correspondence should be directed to the following address:

Name _____
Address _____
City, State _____ Zip _____
Phone _____ Cell Phone _____

Sincerely,

Tenant Signature Date _____

Tenant Signature Date _____

CLEANING GUIDELINES FOR MOVE-OUT

This guideline is intended to aid you in preparing for your final inspection. Some items listed below may not apply. Completion of the following items will greatly reduce the likelihood of move out charges being assessed. Should you have any additional concerns, please contact the office prior to the inspection.

- ✓ Gently sweep ceilings for cobwebs and dust. Clean all ceiling fans, light fixtures, replace missing or burned out light bulbs. Use 60 watt bulbs unless fixture states otherwise.
- ✓ Clean all interior and exterior doors, walls, trim, and baseboards. Some paint is difficult to wash, but try to get off the smudges, fingerprints and marks. Fill and smooth all nail holes, dents and mars on walls.
- ✓ Clean blinds, windows, window sills inside and out. Sliding glass door tracks must be clear of any dust and dirt and be moving freely.
- ✓ Change the heat/AC filter, clean the grate, vacuum all vents and bathroom vent fans.
- ✓ Clean the stove, drip pans, clean the oven, racks, oven door, broiler parts, hood, under the hood, filter and vent. Leave the broiler pan in the oven.
- ✓ Clean all cabinets, drawers and shelves, inside and out. Use a product such as Murphy's Oil Soap, then finish with a product such as Scott's Liquid Gold on all wood cabinets, paneling and unpainted woodwork. Please follow all manufacturer's and label directions.
- ✓ Clean refrigerator with a mild soap and leave it turned on. Clean the underneath, behind, grillwork, inside all door gaskets, and the drip pan.
- ✓ Bathrooms should be thoroughly scrubbed to include toilet bowls & base, sink, mirror, vanity, floor, bathtub/showers & walls. Make sure all soap scum is off the tubs, showers & doors. Wipe out medicine cabinets, remove all soap & detergents (toilet paper may be left).
- ✓ Mop all floors, where appropriate, & clean ceramic tile with a mildew resistant cleaner. All carpets must be professionally steam cleaned after the house is vacant. Contact office for a list of accept-able/unacceptable carpet cleaning companies. Save your receipt & give to management at the final appointment. A dry chemical cleaning is not acceptable. Any stains must be remedied.
- ✓ Mow yard, trim shrubbery, prune small trees, edge & sweep all walkways & driveways. Pick up all trash.

