



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 understand that the 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 business 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 _____

**** TURN IN THIS PAGE TO YOUR PROPERTY MANAGER ****



Move-Out Instructions

This checklist will be used to make sure the home is clean and in the proper condition so we can quickly conduct an inspection and authorize the release of your security deposit. We expect the premises to be in the identical condition as when you moved in. The Property Manager will have the final responsibility for determining “normal wear and tear” and what is the result of damage, abuse or neglect.

ALL repairs or maintenance items that are necessary to return the premises are in the identical condition as in the pre-occupancy inspection are **the responsibility of the Tenant**. The cost of these repairs and maintenance items will be deducted from the Security Deposit or charged to you afterwards. We will seek collection for any remaining balance.

When you signed the lease, you agreed to provide on the day the property is vacated:

1. All rent and other account fees **MUST be paid in full** or a satisfactory written settlement agreement made with us for any balance due. Unpaid balances are deducted from the Security Deposit first.
2. The **entire** property must be clean and all trash removed (see cleaning guidelines below).
3. Carpets **MUST** be professionally cleaned. (Receipt is required from a professional carpet cleaner).
4. All nails or other holes in the walls must be filled or repaired properly.
5. Clean **ALL** windows, window tracks and any door windows.
6. All drapes and curtain rods or mini blinds should be firmly fastened. All drapes, blinds and curtains in good repair and properly hung and cleaned. ALL broken window coverings will be replaced at your expense.
7. Refrigerator, stove, oven and microwave **MUST** be clean, defrosted and plugged in, running at normal settings.
8. All personal property, including furniture, motor vehicles and all other items not on the property when you moved in, must be removed from the home and surrounding property. Anything left behind shall be regarded as abandoned and may be destroyed, hauled away or otherwise disposed of at YOUR expense.
9. ALL keys and garage door remotes **MUST BE** returned to your manager on the last day. **YOU WILL BE CHARGED FOR ANY MISSING REMOTES PLUS THE COST TO REPROGRAM THE OPENER!**
10. Leave utilities on for three business days after you vacate to allow for inspections. **DO NOT DISCONNECT UTILITIES, YOU WILL BE CHARGED FOR THE RECONNECT FEE!**
11. Make your final trash pick-up arrangements. **YOU WILL BE CHARGED FOR THE COST FOR THE REMOVAL OF ALL TRASH LEFT AFTER YOUR MOVE OUT DATE!**

Cleaning checklist:

- ✓ 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.

ALL ITEMS NEEDING REPAIR OR REPLACEMENT WILL BE ITEMIZED & CHARGED TO THE RESIDENT.

In accordance with your lease contract, we require that your lease term be fulfilled and that a full **thirty (30) day notice** on or before the expiration of your lease. You must be completely moved out on the specified move-out date and return your keys, or you will be liable to pay another full month of rent. Your security deposit deposition will be returned within fourteen business days provided that a **forwarding address** is given. Adherence to the above guidelines will avoid problems and make your move-out as smooth as possible.

Thank you.