



Notice to Vacate

This letter serves as our \_\_\_\_\_ day notice to vacate in accordance with the terms of our lease.

Date: \_\_\_\_\_

Date of Lease Ends/Ended: \_\_\_\_\_

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

Reason for moving: \_\_\_\_\_

I, \_\_\_\_\_, do hereby give notice to vacate the property stated above. I acknowledge that I am responsible for giving a \_\_\_\_\_ day notice according to the terms of my current lease.

I understand that I am responsible until the end of my lease period. If the term of the lease is not fulfilled, I understand that an early termination fee may apply in addition to my regular rental fees. If other named lessees on the agreement are staying, I understand that I am still a lessee on the lease until the remaining occupants vacate. I will be completely moved out and will turn in the keys to a representative no later than \_\_\_\_\_.

I have, read and acknowledge the Required Items at Vacancy Move-Out Check List.

If the keys are not surrendered by the above date, I understand I will be charged the current rental rate for each day until keys are returned.

Delivery of this document:

Email the completed form signed by all tenants to office@welcomehm.com. If there are more than two tenants, please use an additional form. When emailing, please address the Subject Line as "Notice to vacate and your vacating address". If you choose to mail this form, we recommend you obtain proof of mailing as we will not be responsible for lost mail.

Any changes to the above move out date must be submitted in writing and must be agreed to by the landlord.

MAIL DEPOSIT RETURN & ITEMIZED STATEMENT TO:

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

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Resident Forwarding Address

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Resident Forwarding Address



The release of your Security Deposit is subject to the provisions listed below which is a basic checklist and subject to change due to unforeseen individual property conditions:

- All conditions of the Lease Agreement must be fulfilled.
- Completely vacate the entire premises, interior and exterior, on or before move-out date specified on your 30-day notice to vacate including personal property and trash. Trash cans must be empty.
- There must be no damage to the above-mentioned residence beyond normal wear.
- Please refer to move-in documentation such as Video Walk-Thru, pictures, Move-In List, etc. for pre-existing conditions (if any) at move-in.
- The entire home inside and out is to be cleaned. Dirt is never normal wear. Areas commonly overlooked when cleaning or hiring a cleaner are:
  - ✓ The appliances to be cleaned including behind and under movable appliances such as ranges, refrigerators, washers and dryers being careful not to unplug or disconnect any hook up lines. DO NOT use an oven cleaner in a Self-Cleaning oven. This will deteriorate the finish and require a full replacement. When using a self-cleaning oven, the racks normally have to be removed and cleaned separately and the oven has to be wiped out after cleaning. Bathrooms and kitchens to be cleaned, free of all dirt, grime, grease, mildew and water spots/stains. Tile grout to be clean as it was at move-in. Cabinets/drawers (inside & out) to be cleaned and all food particles and hairs removed/vacuumed. Wood cabinets should only be cleaned with wood cleaners that will condition the cabinets and not dry them out. When cleaning stone such as marble, granite, etc., only use only safe cleaners designed to clean stone surfaces.
  - ✓ Also, commonly overlooked are ceiling fans, shelves, light fixtures, light switches, lights, filter grates, bathroom exhaust fans, and baseboards. These must be clean and dust free.
  - ✓ Windows (interior & exterior), window coverings, window tracks, and screens must be clean, dust, and streak free. Exterior windows above ground level need to be cleaned by a professional and a receipt provided at move-out.
  - ✓ WALLS, DOORS, TRIM & MUST BE CLEAN with no holes, dings, scuffs or damages. Do not attempt to spackle holes. If painting, MATCH COLOR & SHEENS; use flat on flat and match sheen to sheen, painting corner to corner. **DO NOT TOUCH UP PAINT**
  - ✓ Carpets are to be cleaned by a licensed and bonded professional carpet cleaner of managements choice. Authorized carpet cleaners are listed at [www.WelcomeHm.com/tenants](http://www.WelcomeHm.com/tenants) page. A copy of the cleaning receipt is to be provided for our records upon move out. If you have pets, a pet enzyme must be used. Pet urine smells are activated by carpet cleaning and may not be noticed until after carpets are professionally cleaned.
  - ✓ Exterior must be free of debris, pet waste, yard and shrubs trimmed, healthy and free of weeds.
  - ✓ Exterior steps, walk paths, patios, porches, decks, and driveways, should be clean free of stains, cobwebs, ice, or snow. Doors, porch lights, porch areas and windows/screens need to be clean.



- Required Items at Vacancy (receipts to be of work by a licensed contractor):
  - ✓ All keys, including house and mailbox keys, garage door openers, gate remotes and pool/club house keys, if applicable.
  - ✓ A written notice to vacate at least 30-days in advance with your forwarding address.
  - ✓ If you have carpet, a copy of the carpet cleaning receipt is required.
  - ✓ If you live in a 2+ story home, a copy of the exterior window/screen cleaning invoice is required.
  - ✓ If you have a wood burning fireplace, a copy of the cleaning receipt is required.
  - ✓ If you have oil heat, a copy of the top off receipt dated within three days of vacancy is required.
  - ✓ If you have septic, a copy of the septic pumping receipt dated within one week of vacancy is required.
  - ✓ If you've activated smart home features, these must be deactivated. Provide proof of deactivation.
  - ✓ If you had a satellite dish installed, it must be removed with all cords and holes caulked. This should be done by a professional with a copy of the receipt provided to management.
- Consumables such as furnace filters, water filters, batteries in smoke/carbon monoxide detectors, batteries in thermostats and burnt out light bulbs (interior and exterior) to be replaced. Commonly missed burnt out bulbs are in refrigerators, under the hood ranges, in the ovens, under cabinets, inside microwaves (if not sealed) and exterior.
- Schedule all utilities to be out of your name and stop Rental Autopayments on your tenant portal **upon move-out or lease end date whichever is later**. If you are moving out prior to the end of your lease, do not turn off utilities or rental payments. You could incur additional fees and could be responsible for damages as a result of no utilities.
- If any items are missing or damaged including rocks, plants and/or tree(s) to the point that they must be replaced when you move out, you will be charged for the current cost of the item plus labor and service charges.
- All rent payments to be paid through date of move-out or lease end date, whichever is later. If tenant is not completely out of the property, interior and exterior, on given move-out date or lease end date, rent and utilities will be charged daily until vacant.
- Reminder: If property is not left in the same condition or better as when it was initially occupied, a prorated daily rent will be charged to Tenant while unit is being restored to that condition. This rent will be equal to the rent charged to Tenant's the last full month when unit was occupied.
- If damages did occur and they were a result of an accident, please consider submitting a claim with your insurance policy to avoid having the repair or replacement cost deducted from the deposit.
- Management shall make the determination as to whether the home is considered clean and has normal wear.
- All unused portions of the deposit and accounting of deductions will be returned to you within thirty (30) days of move out or the end of your lease, whichever occurs later.