

DATE: \_\_\_\_\_

NOTICE OF INTENT TO VACATE

Hidden Villa Apartments

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

You hereby notified that the undersigned resident(s) of Apartment number \_\_\_\_\_ will vacate on or before \_\_\_\_\_. **(Notice to vacate must be received at least 20 days before end of last month as required by law; otherwise, tenant is responsible for the following month's rent.)**

I understand the following:

**1. The dispositions of my deposits are governed by the terms and conditions of the Rental Agreement.**

**2. To avoid cleaning or restoration charges,** the following items below must be accomplished and the Manager and the Resident must sign the Move out report.

- a. The apartment must be cleaned and restored to its original condition at commencement of this tenancy, as evidenced by the Move-in Move-out report, less normal wear and tear. Soliage is not considered normal wear and tear. All cleaning, repairs and replacement must be done to the manager's satisfaction.
- b. All keys (including mailbox keys) must be returned to the manager's office. Failure to do so will indicate that your apartment has not been vacated and you will be charged for the next month's full rent.
- c. The following items must be cleaned: range, burner pans, broiler pans, racks, oven, vent-hood and filter, dishwasher, refrigerator, freezer.
- d. Remove all materials from and clean: counter tops, drawers, cabinets, closets, tub, shower, tile, and sinks.
- e. Clean: all vinyl floors, smudges or marks from walls and woodwork, vacuum and shampoo carpet and/or clean (damp mop) hardwood flooring.
- f. Clean: all sliding door tracks, all windows, sills, and window tracks.
- g. Drapes and blinds must be cleaned.
- h. Remove debris and clean front porch, decks and storage areas.

3. You must inform the utility company that the apartment is being vacated, as management will not assume electric charges after vacate dates.

4. Reason for vacating:

\_\_\_\_\_

5. Forwarding Address:

\_\_\_\_\_

\_\_\_\_\_

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