

NOTICE TO VACATE

Date: _____

To: Distinct Property Management LLC

Notice for the property at _____

As of today's date, the undersigned tenants who reside at the above referenced property, hereby give a _____ day notice and intend to vacate the premises on _____.

The undersigned tenants understand they are currently on a lease that is in effect until _____ and the tenants are obligated to the terms and conditions of the lease until the property is re-rented.

The undersigned tenants understand Distinct Property Management will send a move out instruction letter regarding their notice to vacate.

The undersigned tenants understand rent is due until the end of our Rental/Lease Agreement, unless the property is re-rented.

The undersigned tenants understand the Landlord and/or Landlord's Management Company will issue a security deposit transmittal within the terms of landlord/tenant law.

The undersigned tenants understand if they fail to fulfill the terms of their obligations, the Landlord and/or Landlord's Agent can submit a negative credit report to a credit reporting agency.

_____	_____	_____	_____
Tenant	Date	Tenant	Date

_____	_____	_____	_____
Tenant	Date	Tenant	Date

Distinct Property Management _____ Date

Tenants give permission to **Distinct Property Management** to provide references to other landlords/property managers.

_____	_____	_____	_____
Tenant	Date	Tenant	Date

_____	_____	_____	_____
Tenant	Date	Tenant	Date

Tenant(s): Unit: _____

MOVE-OUT GUIDELINES

We work hard to keep our rental properties in good condition and appreciate your help. We also want to return your security deposit to you in full. To do that, we will need your cooperation in completing the following cleaning checklist. If all items are completed as indicated to our satisfaction, your security deposit will be returned to you within 30 days. If cleaning is not satisfactory, we will need to hire someone to clean and \$35/hour for their services will be deducted from your security deposit.

- **Your security deposit does not apply to your last months rent!**
- **You are to be moved out of the apartment by noon on the last day of your lease.**
- **Leave all nails and screws in the walls. Do not attempt to patch or paint over any holes in the walls.** We will not charge for filling nail holes unless there is an unusual quantity.
- Leave all apartment, mailbox, basement, and garage keys, parking tags, and garage door openers in an envelope, along with your forwarding address.
- **Contact Met Ed Energy to take a final meter reading at the end of the lease term (unless electricity is included in your rent).** If you move out before the last day of your lease, Met Ed Energy (1800-545-7741) must be kept in your name until the end of the lease, unless we are able to re-rent the unit before that date. In this case, Met Ed must be kept in your name until the starting date of the new lease.
- Furnish the Post Office with your forwarding address online at usps.com.
- **Arrange for your phone and cable service to be disconnected.**
- **Please call the office @ 717-781-6360 to schedule a time for a move-out inspection.**

Everything must be out of the apartment to do the move-out inspection. You must be present during the inspection so that there are no misunderstandings. We would rather have you complete the cleaning than to hire it done and charge you for it.

- **All carpets must be professionally cleaned** by a truck mounted cleaning company. Cleaning is to be done at your expense. We will arrange this cleaning for you and can provide an estimated cost. You may arrange for own professional cleaning, but must notify us at least two weeks prior to the scheduled checkout date. You must provide a bona fide receipt and work must be completed satisfactorily.
- **Please call our office at 717-781-6360 with questions** regarding these guidelines.

CLEANING CHECKLIST

LIVING ROOM

- Clean all blinds
- Wash all windows, sills, and screens
- Dust all baseboards and electrical plates
- Wipe down baseboard heaters
- Vacuum carpet and any cobwebs
- Wipe down closet shelf, if applicable
- Clean Ceiling Fans and Light fixtures
- Clean air conditioner filter, if applicable

KITCHEN

- Clean all blinds
- Wash all windows, sills, and screens
- Dust all baseboards and electrical plates
- Wipe down baseboard heaters
- Wash ceiling fan, counter top, and any debris on walls
- Clean dishwasher inside and out
- Clean refrigerator and freezer, inside, outside, and floor underneath. Turn it off and leave the doors propped open. (Defrost with hair dryer if necessary.)
- Clean oven, top of range, under burners, hood, and broiler pans. (Drip pans will be replaced at your expense if they do not come clean.)
- Wipe out all cupboards and drawers inside and out
- Vacuum any dust off ceiling from fan
- Scrub floor, even under appliances, leave appliances pulled out
- Wipe down closet shelf, if applicable
- Replace any burned out light bulbs (refrigerator, vent hood, oven, and fan)

BATHROOM

- Dust all baseboards and electrical plates
- Wipe down baseboard heaters
- Scrub the bathtub, toilet, and sink inside and out
- Clean medicine chest and shelves and closet and/ or cupboards
- Scrub floor
- Clean ceiling exhaust fan, light fixtures, and replace any burned out light bulbs
- Wipe down washer and dryer inside and out, if applicable

BEDROOMS

- Clean all blinds
- Wash windows, sills, and screens
- Dust all baseboards and electrical plates
- Wipe down baseboard heaters
- Wipe down closet shelves
- Wash ceiling fan, blades, and globes-replace any burned out light bulbs
- Vacuum carpet and any cobwebs

STORAGE AND GARAGE

- Sweep out or vacuum any storage areas, garages, or basements
- Replace any burned out light bulbs