

# Tenant's Notice To Landlord of Intent to Vacate Apartment

Tenant Name (Print): \_\_\_\_\_

Tenant Name (Print): \_\_\_\_\_

Tenant Name (Print): \_\_\_\_\_

Tenant Name (Print): \_\_\_\_\_

Apartment Community Name: \_\_\_\_\_ Apartment Number: \_\_\_\_\_

I/we, the above named Tenant(s), hereby give notice of my/our intent to vacate the above listed Apartment and terminate my/our tenancy on \_\_\_\_\_. I/we will deliver possession of the Apartment to the Landlord, by returning the keys to the Apartment, to the Landlord, no later than 4:00 p.m. on the above noted date.

In accordance with the terms and conditions of my/our rental/lease agreement, there shall be no provision for pro-ration of partial month's rent at the termination of tenancy; and if I/we remain in possession of the Apartment any portion of the month following the termination date month noted above, I/we will be responsible to pay the full month's rent.

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Tenant(s) Reason(s) for Vacating the Premises: (Please check all that apply)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Relocation for Job       | <input type="checkbox"/> Relocation for Health/Medical | <input type="checkbox"/> Relocation for Other Reason     |
| <input type="checkbox"/> Purchase Home            | <input type="checkbox"/> Renting Single Family Home    | <input type="checkbox"/> Bigger Apartment                |
| <input type="checkbox"/> Smaller Apartment        | <input type="checkbox"/> Better Apartment/Housing      | <input type="checkbox"/> Better Amenities                |
| <input type="checkbox"/> Bothered By Children     | <input type="checkbox"/> Bothered By Noise             | <input type="checkbox"/> Bothered by Residents/Neighbors |
| <input type="checkbox"/> Bothered By Parking      | <input type="checkbox"/> Bothered By Animals/Pets      | <input type="checkbox"/> Pet Permissive Housing/Apt      |
| <input type="checkbox"/> Poor Service/Maintenance | <input type="checkbox"/> Rent Increase/Rent Too High   | <input type="checkbox"/> Cheaper Apartment/Housing       |
| <input type="checkbox"/> Housing Assistance Award |  |  |
| <input type="checkbox"/> Other: _____             |  |  |

Deposit Refunds Should be Payable To:  Head of Household and Co-Head(s)  
 Head of Household Only (Requires all Lessee Initials Below)

Deposit Refunds Should Be Mailed To (Forwarding Address):

Street Address

City, State ZIP

## Landlords Receipt of Tenant's Notice to Vacate and Cleaning Instructions to Vacating Residents

Dear Vacating Resident,

We are in receipt of your notice to vacate your apartment on \_\_\_\_\_. We have valued your residency with our apartment community.

Please refer to your Rental/Lease Agreement which states: **Tenant shall clean and restore the Apartment at move-out, to its condition at the commencement of this tenancy, other than normal wear and tear.**

The following checklist is being provided as a tool for you to use to clean and restore your apartment.

### BEDROOMS/HALLWAYS/DINING AREAS/LIVING ROOM/GENERAL AREA:

1. Walls and ceilings should be washed and all marks removed.
2. All glass, windows, windowsills and window tracks should be cleaned and washed.
3. Light fixtures, lamps, switches, heaters and shelves must be cleaned.
4. All floors and floor coverings are to be cleaned.
5. Storage area should be cleaned.
6. All closets are to be cleaned - including the walls in the closets.
7. Balcony or lanai should be cleaned.
8. Fireplace should be cleaned.
9. The interior and exterior of the washer and dryer, to include the filters, should be cleaned.
10. If you choose to complete the carpet cleaning, you must hire a licensed and bonded professional carpet cleaning service, and provide a payment receipt to the Landlord that discloses the date of service, the full description of service, the cost of service, the vendor name, address, phone number.

### KITCHEN:

1. Refrigerator and freezer should be defrosted and cleaned, interior and exterior, behind and underneath.
2. Range, oven, pans, broiler grills and shelves cleaned, interior and exterior, behind and underneath.
3. Hood fan, exhaust fan, to include filters, should be cleaned.
4. Dishwasher should be cleaned, interior and exterior.
5. Cabinets should have all shelf paper and liner removed. Interior and exterior of shelves, doors, drawers, pulls, knobs and cabinets cleaned.
6. Floors and floor coverings must be cleaned.
7. Disposal must be flushed out and clean.
8. Exterior and interior of all fixtures must be cleaned.
9. Closet/Pantry walls, shelves, doors and accessories should be washed and cleaned.
10. Walls and ceilings should be washed and cleaned.

### BATHROOM:

1. Tub, basin, shower, and tub surrounds, to include tile, fixtures, faucets, apparatus, should be washed and cleaned, grout should be cleaned.
2. Medicine cabinet, mirror, shelves, lighting, fixtures, switches, heaters, towel bars, handles, accessories, should be cleaned.
3. Sinks and basins should be cleaned.
4. Cabinets/vanities should have all shelf paper and liner removed. Interior and exterior of shelves, doors, drawers, pulls, knobs and cabinets should be cleaned.
5. Toilet, toilet seat, toilet tank toilet bowl should be cleaned, interior and exterior.
6. Walls and ceiling should be washed and cleaned.

If you wish to complete the apartment move-out inspection report with the resident management staff, please be sure to contact the leasing office to pre-schedule an appointment.

By: \_\_\_\_\_  
*Landlord Signature*                      *Print Landlord Name*

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