

RESIDENTS NOTICE TO VACATE

OFFICE USE ONLY

PROPERTY _____ STATE _____
RESIDENT NAME(S) _____ APARTMENT# _____ /GARAGE # _____
LEGAL NOTICE PERIOD (DAYS)* _____ PROCESSING TIME _____ days
*Notice length varies by state (all)
DATE NOTICE RECEIVED _____
DATE NOTICE TERMINATES _____ MANAGER'S INITIALS _____

PRELIMINARY CALCULATIONS

If charges or damage other than ordinary wear and tear is identified in your apartment after move-out an itemized statement will be sent to you in the processing time frame permitted by law.

FINAL RENT PAYMENT FOR _____ MONTH \$ _____
LEASE BUYOUT \$ _____
MONTHLY LEASE DISCOUNTS \$ _____
LEASE CONCESSION \$ _____
OTHER UNPAID CHARGES \$ _____
TOTAL CHARGES* \$ _____

*Total charges to be paid prior to move-out.

Date of Notice _____

I (we) the undersigned residents of apartment # _____ hereby give _____ days notice (see legal notice period above) of my (our) intention to surrender all rights to occupy the premises to the exclusion of all others. I (we) agree to deliver possession to the landlord by delivery of residence keys on MM DD YY. I (we) understand that rent is owed through the date the notice terminates even if possession is delivered earlier. I (we) understand that the residence may be inspected prior to the expiration of this notice for the purpose of scheduling turnover work. I (we) agree that the landlord's acceptance of this notice of intent to vacate does not waive any rights the landlord may have against the resident under the lease/rental agreement or any state statute.

My reason for leaving is: _____

I (we) will be available for a post-move-out inspection on the following dates & times: _____

X _____ RESIDENT X _____ RESIDENT

Forwarding Address: Name _____ Address _____ City _____ State _____ Zip _____
Forwarding Address: Name _____ Address _____ City _____ State _____ Zip _____

In the event you are vacating prior to the expiration of a lease, please refer to your lease agreement for information regarding a buy-out provision. The buy-out provision must be paid in full at the time of giving notice, prior to vacating your apartment.

The following information should be helpful at the time of your move-out:

- 1) All utility meters should be read as of the date of move-out. Management will not automatically terminate your utility service on your behalf.
- 2) All keys should be returned to the site management office on or before the vacancy date.
- 3) If damage other than ordinary wear and tear is identified in your apartment after move-out, an itemized statement will be sent to you within the time frame permitted by law.
- 4) Security deposits shall not be accepted in lieu of a final month's rent, or any prorated portion of the final month's rent. Cambridge Real Estate Services shall deduct any unpaid charges and/or damages prior to refunding balance of any security deposit, if any.
- 5) In the event that you do not move out when this notice expires, the Landlord may have a claim for possession and rent in addition to any claim for damages and/or breach of the rental agreement/lease permitted by state law. The guidelines provided on the reverse are intended to assist the resident in recovering the resident's security deposit pursuant to the terms of your rental agreement. A separate claim for actual damage and breach of the Rental Agreement may also be initiated by the Landlord.

The following suggestions are provided as a courtesy to assist the resident in recovering the resident's security deposit. These suggestions are not intended to limit Cambridge Real Estate Services' ability to retain any or all of the security deposit for defects beyond those listed below, nor are they intended to prohibit the landlord from seeking damages in excess of the security deposit in the appropriate state court. The resident's completion of all or any of the suggestions listed below is not guarantee that the landlord will return the resident's security deposit if there are grounds for the landlord to retain the deposit in good faith and pursuant to state law.

1. Remove all personal property from all living spaces, closets, drawers and appliances as well as from the apartment deck or patio prior to returning keys to the site management office.
2. Satisfy all charges assessed to you during your tenancy. Charges assessed may include rent, utility reimbursements, late fees, NSF handling fees and the lease buy-out assessment, if any.
3. Do not attempt to remove carpet stains or correct deficiencies in your apartment without first consulting the site manager.
4. Do not attempt to re-paint your apartment.
5. Complete a detailed cleaning of the apartment, paying particular attention to the areas noted below.

CLEANING PROCEDURES

KITCHEN

Refrigerator
– Clean in / out (inc. sides)
– Vacuum coils
– Drip Pan
Range
– Clean in / out (inc. sides)
– Clean burner rims / drip pans
– Clean knobs / controls
– Clean broiler pans
– Clean grills
Range Hood & Filter – Clean
Dishwasher – Clean in / out
Floor
– Clean/wax (also under appliances)
Sinks & Faucet – Clean / polish
Woodwork / Cabinets / Closets
– Clean in/out
– Change / replace
Counters – Clean / polish
Windows / Screens – Clean in / out
Window Tracks – Clean
Sills – Clean
Light Fixtures – Clean in / out
Curtain Rod – Clean
Ceiling Walls – Clean / dust (if not painted)
Heaters – Dust / clean

LIVING / DINING / HALL / BEDROOM(S)

Floor
– Vacuum carpet
– Clean / wax vinyl
Woodwork / Cabinets / Closet
– Clean in / out
– Change / add shelf paper
Windows / Screens – Clean in / out
Window Tracks – Clean
Window Blinds – Clean
Sills – Clean
Light Fixtures – Clean in / out
Drape Rods – Clean
Ceilings – Clean / dust
Heaters – Dust / clean
Fireplace – Remove ashes

LAUNDRY / STORAGE

Washer / Dryer
– Clean in/out (incl. sides)
– remove lint
Light Fixtures – Clean in / out
Woodwork / Cabinets
– Clean in / out
– Change
Switch outlet / Covers – Clean & replace
Ceiling / Walls – Clean / dust
Floor – Clean

BATHROOM(S)

Toilet – Clean / disinfect
Tub / Shower
– Clean & polish surface
– Remove mold / mildew
Tub Faucet – Clean & polish
Floor – Clean / wax
Woodwork / Cabinets
– Clean in / out
– Change / add shelf paper
Counters – Clean / wax
Light Fixtures – Clean in / out
Vent Fan – Clean
Windows / Screens
– Clean in / out
Window Tracks – Clean
Sills – Clean
Mirror / Medicine Chest
– Clean in / out
Sink & Faucet – Clean / polish
Curtain Rod – Clean
Ceiling / Walls
– Clean / dust (if not painted)
Heater(s) – Dust / clean

OTHER AREAS

Patio / Porch / Entry
– Sweep / hose down
– Remove pots / debris
Entry Doors – Clean in / out
Light Fixtures – Clean