

## Notice of Intent to Vacate

Community Name:	Date of Notice:	Move Out Date:
Resident Name (s):		Lease Expiration Date:
Address:	# of Bedrooms:	Lease Fulfilled:

The undersigned resident of the dwelling described above hereby gives notice of intent to move out on the date noted above. The undersigned resident is aware that the refund of security deposit, if applicable, is subject to compliance with the terms and conditions of the lease agreement, including;

- **Forwarding Address:** please provide your new address in writing to the leasing office on or before move out date.
- **Key/ entry device return:** please return all house, mail, storage, community keys and entry devices on move out date
- **Repairs:** resident will be supplied with move out cleaning guidelines: A joint inspection with community management representative will occur on the dates listed below
  - Preliminary Inspection: \_\_\_\_\_
  - Final Inspection: \_\_\_\_\_

**Multiple Residents:** If multiple residents are on the lease, signatures of all residents must be present for notice to be official

**Failure to Move Out:** Schott Management and potential new residents rely on the accuracy of this move out notice. Schott Management may clean, repair, and re-let, the home for occupancy on the day after the move out date. It is acknowledged that if any of the undersigned residents fail to move out on the above move out date:

- Residents are subject to all contractual and statutory remedies for violation of the lease including damages, attorney's fees, and late payment charges.
- There may be security deposit deductions relating to the holdover, as authorized in the lease

**Responsibility for rent:** If the move out date noted above precedes the lease expiration date noted above, or if written notice is less than **30** days before the move out date, resident is responsible for the payment of rent for a 30 day notice period and/or a termination fee equal to 30 days rent within the terms and conditions of the lease agreement.

Reason for Moving:	
Forwarding Address:	E-Mail:
Current Telephone:	Future Telephone:

**Resident (s) Signature:** \_\_\_\_\_

**Community Management Signature:** \_\_\_\_\_

**Resident (s) Signature:** \_\_\_\_\_

# Move Out Responsibilities

(Not to include inside cleaning of home)

- Disconnect phone/cable (if applicable).
- Remove satellite dish, wiring and post (if applicable).
- Remove all nails, screws and curtain rod hardware from walls. All borders/wall paper must be removed from walls. If wall is damaged from removal, must fix and paint it.
- All personally painted walls must be primed (if needed) and put back to original color including stenciled areas. Please call the office (725-9132) for paint specifications.
- Grass must be cut and weed whacked around fences and edges if applicable. **All leaves in back yard must be raked and disposed of properly.** All holes must be filled in front, back and side yards and reseeded if necessary. **Animal feces must be picked up from front and back yard and disposed of properly.**
- Driveways and walkways must be shoveled and treated on day of the Final Inspection.
- **No trash is permitted to be left behind anywhere.** All trash, including cigarette butts, must be picked up in yard area. Garbage cans and recycling bins must be washed out and free of debris.
- HAZMAT (paint, gasoline, oil, etc) must be disposed of properly and not left behind.
- Garage and storage areas must be swept out and free of oil stains. Front and back porches must be swept.
- All 60 watt light bulbs (including flood lights) must be replaced by resident. Schott Management will replace fluorescent bulbs only.
- All CO2's and fire alarms must be charged and in working condition.
- All fencing will need to be removed and disposed of properly, if applicable.

I have read and understand the above.

_____	_____
Resident	Date
_____	_____
Resident	Date
_____	_____
Community Management	Date



# Schott Management

---

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE OF MOVE IN: \_\_\_\_\_

DATE OF MOVE OUT: \_\_\_\_\_

REASON FOR MOVE OUT: \_\_\_\_\_

How would you rate the following during your Lease?

Management Office       Poor       Fair       Good       Excellent

Maintenance               Poor       Fair       Good       Excellent

Property Condition         Poor       Fair       Good       Excellent

Would you rent with us again?       Yes       No

Would you refer friends/family?       Yes       No

Additional Comments or Feedback

---

---

---

---

---

---

---

---

---

---

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



# Schott Management

---

## **Inspection Standards of Cleanliness and Conditions at Move-Out**

In order to avoid any delays in the clearing of your housing and to prevent you from incurring charges, the following guidelines should be followed prior to the final inspection of your home:

### **WALLS AND CEILINGS:**

- Remove all nails, picture holders, molly bolts, anchor bolts, etc. Spackling of holes less than one-fourth inch is not required. Holes larger than one-fourth inch or wall damage will be spackled neatly by the resident.
- Remove all self-adhesive hooks.
- Spot painting is discouraged, as different paint batches do not match, thus creating an unsightly condition.
- Painting over varnished or stained wood may not be done.
- Remove all scuffmarks, wallpaper, borders, decals, and restore any wall damage.
- Repaint rooms painted with non-standard colors back to the standard off white.

### **WINDOWS, DOORS, MEDICINE CABINETS, WALL CABINETS:**

- Be sure that all window coverings that were provided at move-in are not damaged and are affixed properly to the windows.
- All storm windows, doors, and screens must be in place.
- Remove all contact paper and shelf paper.
- Be sure to remove all items from medicine cabinet, closets, kitchen cabinets and closets.

### **CARPENTRY:**

- Refasten, repair, or replace any missing or broken coat hooks, clothes rods, and closet shelves.
- Repair or replace damaged or missing doorstops, door treads, doorknobs, and cabinet handles.
- Repair or replace loose, damaged or missing kitchen cabinet and drawer pulls and closet doorknobs with matching hardware.
- Repair damaged hinges or handles.
- Repair or replace closet door guides on floor.
- Replace broken cabinet or closet door knobs.



# Schott Management

---

## **FLOORS:**

- Carpets shall be vacuumed and free of dirt and stains.
- Tile floors must be cleaned..

## **APPLIANCES:**

- Ensure all the shelves are in place in refrigerator.
- Ensure all broiler pans and oven racks are in place in range.
- Ranges and refrigerators must be in kitchen, not basement or stored elsewhere.
- Be sure that all items are removed from refrigerator and freezer, and that it is wiped clean and left on the lowest setting.
- Be sure that oven and range top, including drip pans are thoroughly cleaned.

## **ELECTRICAL:**

- Replace broken globes on lights, both interior and exterior.
- Replace damaged switch plates and receptacle plates.

## **EXTERIOR:**

- Remove excessive dirt, mud, chalk, crayon, oil, grease or other substances off sidewalks, patio slabs, and driveways.
- All trash cans (regular and recyclables) must be empty and hose clean.

## **GROUNDS:**

- Police yard from all trash and debris. Remove all animal waste.
- Repair yard damage. Grass should be growing in areas destroyed by pets or children.



# Schott Management

---

## **GARAGES: (If Applicable)**

- Remove all personal property and thoroughly sweep out area.
- Remove all nails and hooks.
- Remove dirt, spilled paint, and grease stains from shelves and floors.

## **UNAUTHORIZED CONSTRUCTION:**

- Adding latticework, plastic sheeting, and nonstandard fences are not authorized.
- They must be removed.

## **MISCELLANEOUS:**

- Residents must turn in their house, garage, and their cluster mailbox keys to the Resident Specialist.
- Remove all personal property including carpets, air conditioners, wallpaper, yard fences, swings, etc.