



Official 30-Day Notice Intent to Vacate

PROPERTY ADDRESS: _____ ZIPCODE: _____

TENANT NAME(S): _____

CURRENT PHONE NUMBER: _____ ALTERNATE #: _____

Please be advised that I/WE, the undersigned intend to vacate the rental property listed above on:

DATE: _____

In the event tenancy is not terminated on or before date indicated above, rent will continue to be charged until the keys are turned over to SMART. Keys should be turned over at the time of your move-out. Upon final inspection, a member of SMART will be inspecting for adequacy of clean and sanitary condition, no damages or anything else required for return of deposits. Utilities MUST remain on for an additional 3 days after vacating, in accordance with your lease agreement. Resident is responsible for any rent or account balances due. Resident is responsible for any necessary repairs or cleaning of properties other than normal wear and tear, and for any repairs or replacement of personal property of the Owner contained herein.

Resident is also responsible for the removal of all Tenant's personal property from the premises on or before the move out date. During the notice period, SMART is hereby authorized to SHOW the property to prospective tenants as required. Tenant agrees to cooperate with SMART and other REALTORS in this process _____ (please initial). Tenant understands that any refund of deposits is contingent upon move out condition of the property, account balances and any cost incurred beyond normal wear and tear.

The following explains the requirements for date of security deposit refunds.

Any refund deposit due will be mailed to Tenants forwarding address as indicated below and as prescribed by law within 30 days from the move out date.

FORWARDING ADDRESS:

Tenant(s) Signature:

Date: _____

Date: _____



Security Deposit Rules

In order for your security deposit to be returned to you, it is important to leave the home in the same condition as when you moved in, which means the home needs to be cleaned, and the paint needs to be in good condition, taking into account normal wear. I have enclosed a copy of our cleaning checklist, which hopefully will be a help to you.

As your lease states, your security deposit will be returned to you, less any costs, within 30 days of your vacating the home, as long as the following occurs in a timely manner:

1. If you are moving out during the middle of the month you are still liable for paying the rent on the 1st of that month. You should send the prorated amount of rent.
2. Utilities must remain in your name through the end of the lease plus 3 days. **THEY MUST BE KEPT ON FOR OUR INSPECTION, PLEASE ALLOW 3 DAYS FOR INSPECTION.**
3. All keys, remotes, etc. are returned to our office and in workable condition.
4. Your forwarding address is given to us IN WRITING.
5. A copy of your closing bills for all utilities is received by us, showing no balance due.
6. The home is completely emptied of all personal belongings, trash, etc.
7. Carpets must be cleaned by a professional carpet cleaning company and a valid receipt must be delivered to our office along with your keys, etc.
8. The home is in the same condition as when you moved in.

When you moved in, we did not require a cleaning deposit from you and none was paid. We expect you to deliver the property to us in clean condition and with carpets cleaned including any and all stains removed. If it does not meet our minimum expectation and we are forced to do additional cleaning/repairs, it will be necessary to use some or all of your security deposit. Any remaining balance will be returned to you with an itemized list of repairs.

Please contact me when you are completely done in the home and are ready to deliver the keys to our office. You may deliver the keys to SMART, 150 N. Durango Drive, Suite 280, Las Vegas, Nevada 89145.



Move Out Instructions

Thank you in advance for taking care of items needed in order to receive your full security deposit. Your lease requires you to leave the property ready for a new tenant to move in. All utilities are to be left on in your name until the end of your lease term, **NOT YOUR MOVE OUT DATE**. Your move out inspection will **NOT** be done until at least the 1st day after your last day of your lease term unless otherwise agreed. Per your lease, your security deposit will be mailed to you from SMART provided that you have completed the form **MOVE OUT DATE AND FORWARDING ADDRESS**, with invoices of any repairs taken from your deposit and a copy of the security deposit transmittal.

SHOWINGS

Please expect the house to be shown prior to your move out and SMART will discuss with you how to handle showings of the property. When the property is on the market please have the home ready to show, picked up, personal items put away, pets crated. The better it shows, the faster it will lease and then we can take off the market.

CARPETS

Your lease states that you must have the carpets professionally cleaned upon move-out. Please use a professional company and then include a copy of the receipt. In addition, please make sure you vacuum the carpet as well as the edges all around the house prior to cleaning, to insure the best cleaning. All carpet in the property is to be cleaned including, hallways, stairways, closets and bathrooms if carpeted.

YARD MAINTENANCE

Tenants are required to maintain the landscaping of the property unless otherwise specified. Mow, edge, weed wack, shrubs trimmed and flowerbeds cleaned out and any dead shrubs or grass will need to be replaced with new. If you need assistance with this you may contact Affordable Lawn Maintenance at 702.485.4129 or Cacti Ground Landscaping at 702.370.5000. If you have pets the yard needs to be filled in from holes or dog tracking and all pet waste is to be removed.

CLEANING

The home **MUST** be completely cleaned including but not limited to the following:

- All hard surface floors and counter
- All sinks, tubs, showers, shower doors, toilets, mirrors, appliances inside and outside
- Inside of all drawers and cabinet items removed and cleaned
- All wood work and switch plates cleaned including baseboards and window sills

If you need assistance in this area please contact your Property Manager.



Move Out Instructions

REPAIRS

Please make sure that all nails holes are patched and touch up paint is applied. If you have larger repairs needed, please contact your Property Manager for assistance.

OTHER

ALL UTILITIES MUST STAY ON IN YOUR NAME UNTIL THE LAST DAY OF YOUR LEASE, PLUS 3 DAYS.

- All personal property removed including trash. Any items left at the property will be discarded or hauled away at your expense.
- Replace any burned out light bulbs (like same) and replace any HVAC filters and batteries in smoke detectors if needed.
- Remove any satellite dish or system at the property.
- Make sure your sprinkler system is working and sprinkler heads are not in need of replacing.
- Make sure your mail will be forwarded to your new address (future tenants and SMART will NOT forward your mail).
- Per HOA rules that might apply, trash and trash cans cannot be left out in front of the house unless you have called for a special pick up.

IF YOU ARE MOVING A REFRIGERATOR – MAKE SURE YOU CAP THE ICE MAKER LINE SO NO WATER LEAK CLEANUP OCCURS. SHOULD THIS HAPPEN – YOU WILL BE CHARGED.

RETURNING OF GARAGE REMOTES, INCLUDING MAILBOX, POOL, CLUBHOUSE KEYS MUST BE DELIVERED TO THE OFFICE - NO EXCEPTIONS!

We enjoy the relationship that we have with our tenants. If you need additional assistance with your move-out or have any questions, please call the office or email your property manager.

MOVE OUT INSTRUCTIONS - PAGE 2 of 2



Vacating Checklist

Property Address: _____

Date: _____

Front Exterior

- ___ Wipe down exterior front door.
- ___ Sweep front porch.
- ___ Shake out door mats.
- ___ Remove all weeds – clean up yard.
- ___ Trim all plants and shrubs.

Back Exterior

- ___ Sweep back patio.
- ___ Shake out door mats.
- ___ Remove all weeds – clean up yard.
- ___ Trim all plants and shrubs.

Kitchen

- ___ Wipe out inside and outside of all cupboards and drawers.
- ___ Clean/shine chrome and metal fixtures faucets in sink areas.
- ___ Clean all counters.
- ___ Clean appliances: inside, outside, under, behind, sides; take care NOT to tear vinyl flooring if moving appliance.
- ___ Clean refrigerator, include water dispenser and tray.
- ___ Clean stove/oven and stove fan vent/hood.
- ___ Clean microwave.
- ___ Clean dishwasher.
- ___ Clean washer and dryer.

Bathrooms

- ___ Clean toilets.
- ___ Wipe out inside and outside of cupboards and drawers.
- ___ Clean mirrors.
- ___ Clean sinks.
- ___ Clean/shine chrome & metal fixtures, faucets in sink areas.
- ___ Clean counters.
- ___ Clean showers and glass.
- ___ Clean tubs.
- ___ Clean light bulbs and replace any burned out light bulbs.

Blinds/Windows/Sliders

- ___ Clean blinds.
- ___ Clean windows inside and outside.
- ___ Clean sliding glass door tracks and window seals.

Throughout

- ___ Check bedrooms and all other rooms for cleaning.
- ___ Clean any mirrored glass doors.
- ___ Clean light switch plates.
- ___ Clean pot shelves.
- ___ Clean air vents.
- ___ Clean all ceiling fans.
- ___ Clean light fixtures.
- ___ Clean/dust baseboards.
- ___ Remove everything from garage and sweep garage floor.
- ___ Clean ceramic tile and vinyl flooring.
- ___ Vacuum carpets.
- ___ Change furnace filters and clean/dust covers.
- ___ Remove and discard all personal belongings.
- ___ Carpets cleaned throughout (provide receipt).