

# RESIDENT'S NOTICE TO VACATE

## OFFICE USE ONLY

PROPERTY \_\_\_\_\_ STATE \_\_\_\_\_

RESIDENT NAME(S) \_\_\_\_\_

\_\_\_\_\_

LEGAL NOTICE PERIOD (DAYS)\* \_\_\_\_\_ APARTMENT# \_\_\_\_\_ GARAGE # \_\_\_\_\_

\*Notice length varies by state (all)

DATE NOTICE RECEIVED \_\_\_\_\_ PROCESSING TIME \_\_\_\_\_ days

DATE NOTICE TERMINATES \_\_\_\_\_ DATE FORM C393 MAILED \_\_\_\_\_

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 OF** \_\_\_\_\_ **1) \$** \_\_\_\_\_

**LEASE BUYOUT: (1.5 x Stated Rent) (if applicable)** **2) \$** \_\_\_\_\_

**OTHER UNPAID CHARGES** **3) \$** \_\_\_\_\_

**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: \_\_\_\_\_

By signing below I/We agree to grant the landlord permission to perform a preliminary inspection of the apartment we will soon vacate. I/We understand that I/We are encouraged and have the right to be present during such an inspection so that I/We may receive information regarding how to remedy deficiencies in my/our apartment to avoid deductions from my/our security deposit. I/We agree such an inspection will be conducted on \_\_\_\_\_, between the hours of \_\_\_\_\_.

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

X \_\_\_\_\_  
RESIDENT

Forwarding Address:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

X \_\_\_\_\_  
RESIDENT

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.

CAMBRIDGE REAL ESTATE SERVICES  
1107 NW 14th AVENUE, PORTLAND, OREGON 97209

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