

## 30-Day Notice to Vacate Cover Sheet

Our 30-Day Notice to Vacate package contains a total of 4 pages with each page intended to make your transition out of your rental home a smooth process. Why so many pages? We believe the more informed you are about the entire process and your requirements per all the Rental Agreement documents you signed, the better the outcome for both you and the Landlord (property owner.) Please initial and sign page 1, then initial top of pages 2,3,4. We will need a copy of all 4 pages.

### **Package Overview:**

**Page 1** – Critical page to read as it outlines what qualifies as a 30-Day Notice and the specific items that must occur to make your 30-Day Notice to Vacate official. Plus, it covers areas where you can incur additional costs should requirements not be met by you during this process.

**Page 2** – Checklist for Preparing the Property for Move-out. This same list will be used at your move-out inspection, so it would be in your best interest to see that all items are addressed. Should items still be outstanding at inspection, it will be too late to address and you will be charged for damages.

**Page 3** – Wear & Tear vs. Damage. This will give you an idea of the differences. Your Tenant Manual is also a great resource to use as it covers a lot of detail that could benefit you at your move-out.

**Page 4** – Move-out Inspection and Security Deposit Process. This sheet outlines what happens from the time of your move-out inspection until you receive your security deposit check. Please read!

Reminder, as a Property Management Company we are only responsible for the process. The Landlord (owner) is responsible for all the decisions during your entire tenancy, from application to move-out. We have worked to facilitate your tenancy while in this home and will continue to do that during this 30-Day Notice and move-out process. Please refer to your Tenant Manual for more information and we cannot say this enough: ASK QUESTIONS of HPM as needed.

“2” Hot Tips: 1) stop any recurring ACH rent payments you have setup on your account now  
2) service yard the day before move-out inspection so it will not be overgrown



# 30-Day Notice to Vacate (T-126)

Received Stamp Date

Property Address: \_\_\_\_\_ Current Phone: \_\_\_\_\_

Please accept this as my notice to terminate my tenancy, to include ALL OCCUPANTS, at the above address. My lease term end date is \_\_\_\_\_. My signature on this notice indicates that **I FULLY UNDERSTAND** the following:

- This notice is not effective until physically received in the office by Homeowners Property Management. Notice will be date stamped as received and effective that day only, not when the notice was originally signed or post marked.
- This notice must be delivered by the corresponding date the month BEFORE my lease term end date. EXAMPLE: if your lease end date is May 18<sup>th</sup>, then you must have your notice received in HPM office by April 18<sup>th</sup> for compliance. Any extension into the next calendar month requires prorated rent payment paid on the 1<sup>st</sup> for required extension days.
- Any prorated rent (whether for 1 day or 29 days) are due on the 1<sup>st</sup> and if not paid by 5<sup>th</sup> will incur a full month late fee.
- Notification received with less than 30 days to lease term end date will require full rent for the next month, due on the 1<sup>st</sup>.
- If I vacate prior to my lease term end date, I will be fully responsible for the rent until a new tenant is procured or until the expiration of my lease agreement, whichever comes first (SCRA exemption, see below.)
- If I cancel my notice, I will be responsible for all the application fee refunds to prospective tenants during notice period.
- Request for re-issue of a Security Deposit check will incur a \$35 bank cancel check fee and \$25 re-issue fee (total \$60)

I have reviewed my signed Residential Rental Contract so I can confirm I am in compliance with all my agreed upon requirements. I understand I am still in possession of the property until HPM has possession of the keys and I understand I will be charged rent through the day that I deliver the keys.

MOVE-OUT INSPECTIONS MUST BE SCHEDULED BETWEEN 10AM - 2PM MONDAY-FRIDAY ONLY (no holidays.)

I request my move-out inspection appointment (if available) to be on \_\_\_\_\_ at \_\_\_\_\_ am/pm with my Inspector. **Utilities must remain on for your "move-out inspection."** No utilities will cancel the move-out inspection until turned back on. A missed inspection \$50 fee will be charged and a second inspection will be scheduled. Any required work after your inspection will cause HPM to order all the utilities turned back on and you will be charged for both the reconnection fee and utility usage. Tenant Initials \_\_\_\_\_ Reason for Vacating Property: \_\_\_\_\_

**If notice is military orders related: PCS/ETS, or Deployment (over 90 days) *initial* next to applicable item below.**

**Per the Servicemembers Civil Relief Act (SCRA) - *ONLY 1* of the 2 options below is applicable and should be initiated.**

**COPY** of my PCS/ETS/Deployment orders or letter from my Commanding Officer is attached and my notice is:

\_\_\_\_\_ If delivered on or after 1<sup>st</sup> day of the month (obligated for the current month AND following full month rent amount) Orders must be attached, if no orders attached, you must initial the NO COPY section below.

**NO COPY** of my PCS/ETS/Deployment orders or a letter from my Commanding Officer:

\_\_\_\_\_ My notice will not start until I deliver PCS/ETS/Deployment orders or letter as required by the SCRA, then **COPY** applies.

**My failure to produce the required documents will cause my notice to be treated as if it is a Notice to Vacate *not due* to any PCS/ETS orders or a Deployment and will not be covered by the SCRA.** All other NTV requirements listed above apply.

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

Forwarding Address: \_\_\_\_\_

Tenant: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Tenant: \_\_\_\_\_

Forwarding Phone: \_\_\_\_\_

# Checklist for Preparing the Property for Move-Out

Tenant Initials \_\_\_\_\_

If you have questions on how to prepare your residence for your move, please call your HPM management team and discuss your concerns with them. HPM wants your move to be a pleasant and successful one. Here is a checklist to follow that will contribute to a more successful move-out inspection and the processing of your security deposit soon thereafter (time based on the inspection outcome.)

- \_ Remove all personal items & trash from property, storage areas & yard, any satellite dish or antenna.
- \_ Sanitize appliances and replace filters. Refrigerator and stove should be pulled away from wall and the floor, with area behind, wiped thoroughly. Sanitize refrigerator seals and all equipment inside. \_ Water pan must be empty and wiped out. Oven, stove hood, and vent should be sanitized with no food particles, burnt spots or grease present.
- \_ Wipe down all cabinets, in and out, including kitchen and bathrooms. Attention should be given to handles and knobs. Remove any contact paper or liners. Leave "no contents" behind.
- \_ Carpets must be professionally serviced "steam" and deodorize (if pets), with receipt presented to HPM at the move-out inspection. DIY machine rented from grocery store is not a sufficient solution.
- \_ Wash all walls carefully. Pay special attention to areas around light switches, hallways and doorways.  
This should also include washing wallpaper areas and woodwork, careful to not remove any finish.
- \_ Wash all ceiling fans and light fixtures thoroughly. Light globes should be removed and washed thoroughly and exterior fixtures should be washed with all bugs removed. Replace any burned-out light bulbs as you will be charged for any not working at time of move-out inspection.
- \_ Wash all windows, in and out, securing all windows and screens. Wipe all window sills, tracks, patio door tracks, and remove any cobwebs. Mini blinds should be washed and fully intact.
- \_ Sanitize and disinfect the bathrooms thoroughly. Any ceramic tile baths should be wiped with a brush and a product such as Tilex, to remove any mildew. Please be very careful with bleach. Show special attention around the commode and tile around tub. Make sure corners are wiped well in all rooms, to include all baseboards and chair rail throughout the home.
- \_ Mow, rake and trim, edge, pull or spray weeds, and haul debris from the property. Sweep driveways, walkways, and patios. Remove any stains or grease marks present.
- \_ Repair any damage you or your pets have caused. Reminder, you must get HPM approval to make repairs yourself. Flea treatment for pets must be professionally treated receipt presented to HPM.
- \_ Make arrangements to have your trash/garbage picked up before you discontinue service. You will be charged if HPM has to haul away any trash at all from the home.
- \_ All floor heating/AC vents should be wiped and ductwork inside vacuumed out. Heat/Air return must have new filter in place at move-out inspection.
- \_ Please be reminded that painting is not allowed by the tenant. Most marks on the walls can be removed by washing with liquid cleanser. Any painting required, for other than fair wear and tear will be contracted through the HPM office and performed by a professional painter.
- \_ Fireplace (if there is one) should be thoroughly wiped out and if there are doors, the glass should be wiped clear. Ash pits must be free of ashes and wiped down.
- \_ After move-out inspection, if any tenant repairs require the utilities to be turned back on, the utility bills will be at the tenant's expense and billed appropriately from security deposit.
- \_ Gas or oil tanks need to be topped off and receipt presented to HPM at the move-out inspection.
- \_ Have all keys, garage openers, parking and pool passes, etc. ready to turn in at move-out inspection.

**\*\* SPECIAL NOTE\*\* YOU ARE NOT OFFICIALLY OUT OF THE HOME UNTIL HPM OFFICE HAS YOUR KEYS.**

## Wear & Tear vs. Damage

Tenant Initials \_\_\_\_\_

The examples below are meant to be a guide for you to better understand the difference between wear & tear and damage to a property. Compare the columns. This is not intended to be viewed as an "all-inclusive list."

### **"Normal wear and tear" caused by ordinary comings and goings**

- 1-Well-worn keys
- 2-"Sticky keys"
- 3-Balky door lock
- 4-Depressurized fire extinguisher with unbroken seal
- 5-Worn pattern in plastic countertop
- 6-Rust stain under sink faucet
- 7-Loose, inoperable faucet handle
- 8-Rusty refrigerator shelf
- 9-Discolored ceramic tile
- 10-Loose grout around ceramic tile
- 11-Carpet seam unraveling
- 12-Threadbare carpet in hallway
- 13-Scuffing on wooden floor
- 14-Linoleum with the back showing through
- 15-Wobbly toilet
- 16-Rusty shower curtain rod
- 17-Rust stain under bathtub spout
- 18-Tracks on doorjamb where door rubs
- 19-Door off its hinges and stored in garage
- 20-Plant hanger left in ceiling
- 21-Stain on ceiling caused by leaky roof
- 22-Cracked paint
- 23-Chipped paint (minor)
- 24-Pleasing, professional tenant wallpapering
- 25-Mildew around shower or tub
- 26-Urine odor around toilet
- 27-Discolored light fixture globe
- 28-Odd-wattage light bulbs which work
- 29-Light fixture installed by tenant which fits its location
- 30-Window cracked by settling or high wind
- 31-Faded shade
- 32-Paint-blistered Venetian blinds
- 33-Sun-damaged drapes
- 34-Draperly rod which won't close properly
- 35-Dirty window screen
- 36-Ants inside after rain storm
- 37-Scrawny landscaping which was sparingly watered due to drought conditions
- 38-Grease stains on parking space

### **"Damage" caused by carelessness, abuse, thievery, mysterious disappearance, accident, rules violation, or special request**

- 1-Missing keys
- 2-Key broken off inside lock
- 3-Door lock replaced by tenant without management's permission
- 4-Depressurized fire extinguisher with broken seal (not used to put out a fire)
- 5-Burn in plastic countertop
- 6-Sink discolored by clothing dye
- 7-Missing faucet handle
- 8-Missing refrigerator shelf
- 9-Painted ceramic tile
- 10-Chipped or cracked ceramic tile
- 11-Carpet burn
- 12-Rust marks on carpet (indoor plant container)
- 13-Gouge in wooden floor
- 14-Tear in linoleum
- 15-Broken toilet tank lid
- 16-Kinked shower curtain rod
- 17-Chip in bathtub enamel
- 18-Hole in hollow-core door
- 19-Door not replaced or missing door
- 20-Two-inch diameter hole in ceiling
- 21-Stain on ceiling caused by popping champagne or beer bottles
- 22-Crayon marks on wall
- 23-Walls painted by tenant in dark color necessitating repainting
- 24-Amateurish tenant wallpapering
- 25-Mildew where tenant kept an aquarium
- 26-Urine odor in carpet
- 27-Missing light fixture globe
- 28-Burned out or missing light bulbs
- 29-Light fixture installed by tenant which must be replaced
- 30-Window cracked by movers
- 31-Torn shade
- 32-Venetian blinds with bent slats
- 33-Pet-damaged drapes
- 34-Draperly rod with missing parts
- 35-Missing, bent, or torn window screen
- 36-Fleas left behind by tenant's pet
- 37-Neglected landscaping which must be replaced with similar plantings
- 38-Caked grease on parking space

This column is all chargeable to the tenant as applicable.



Tenant Initials \_\_\_\_\_

## Move-out Inspection and Security Deposit Process (T-128)

Please read over our outline so you will know what to expect during your closeout process with us.

### What happens now? How long does this process take? When can I expect my security deposit check?

Purpose of the move-out inspection is to record the condition of the property at the time of your vacating the property. The property should be in same condition as the move-in, minus some normal wear & tear as noted in your Tenant Manual. Anything noted as beyond normal wear & tear is considered damages and charges will be assessed against your security deposit to restore to original and/or operating condition, unless condition was formally noted on the move-in inspection. Page 2 of your Notice to Vacate also contained a full checklist to assist you with preparing the property for this move-out inspection. Items listed MUST BE COMPLETED regardless of any other condition at move-in, opportunity existed during the entire lease to have it corrected.

#### 1) Move-out Inspection:

- a. All utilities (electric, water, gas) must be on for the move-out inspection or it will be rescheduled
- b. Any rescheduling will incur a \$50 missed inspection fee and will be charged from security deposit
- c. Manager will walk the property and record any visual issues, i.e. any wear & tear or damages
- d. Manager will use Page 2 of the Notice to Vacate to ensure all required conditions have been met
- e. Manager uses an iPad with our software to record photos as well as written comments
- f. Manager is only there to conduct the inspection and cannot comment on any security deposit

#### 2) Inspection Review at HPM Office:

- a. Manager will review move-out inspection and compare with move-in inspection
- b. All items that must be addressed, after the move-out inspection, will be noted as “damages”
- c. Please do not call about status, you will receive a full printed package with all docs and reports

#### 3) No Damages Noted:

- a. No damages noted from move-out inspection means no charges against your security deposit
- b. Process from move-out to Accounting Division mailing security deposit check is up to 14 days

#### 4) Damages Noted – Repairs Required:

- a. Vendor(s) will need to be scheduled to complete any required work order(s)
- b. Utilities will be turned back on as required, security deposit will be charged all reconnection fees/usages
- c. Work completed, all invoices collected and submitted to the Accounting Division, charges applied
- d. Process from move-out to Accounting Division mailing security deposit check is up to 30 days
- e. Extensive damages requiring estimates, process can be extended out to 60 days with a letter to tenant

#### 5) Accounting Division:

- a. Reconciles any vendor invoices and applies charges against the security deposit
- b. Check is issued and mailed to the forwarding address submitted on Notice to Vacate
  - i. Envelope will contain: check, calculations, any vendor invoices, move-out inspection report