

THE
HERNDON COMPANY

REAL ESTATE

1100 N. PATTERSON STREET • P.O. BOX 1625 • VALDOSTA, GEORGIA 31603-1625
REAL ESTATE (229) 244-1992 • WATS 1-800-647-3716 • FAX 245-6390
PROPERTY MANAGEMENT 245-6380 • FAX 245-6375



NOTICE OF INTENT TO VACATE

Name: _____ Date: _____

I am giving my thirty (30) day notice of intent to vacate the property located at:

Address: _____

I will be vacating the property on: _____ Should keys be held past
vacate date, Tenant may be charged a \$100 per day holding over fee as per the Lease agreement.

My lease expires on _____

It is further understood that the security deposit will be returned in full in accordance with clause "Security Deposit" on lease
and IF:

1. A **full** 30-day written notice to vacate has been turned in to the rental office and rent is paid for that 30-day notice period. **Rent is due until 30 day notice is complete AND keys are returned. (Acknowledgement of Keys Returned Form to be completed when keys are returned to show relinquishment of property.)**
2. The full term of the lease has been fulfilled.
3. The property has been completely cleaned and has no excessive wear and tear or damages.
4. Tenant is cooperative in showing the property to prospective tenants during the 30-day period.

TENANT ACKNOWLEDGES READING & UNDERSTANDING #1-4. (Lessee's initials) _____

Tenant is required to leave utilities on for 5 business days after returning the keys for the inspection. Should utilities be disconnected before move out inspection is completed or if needed for cleaning or repairs after inspection, a minimum \$100 will be charged to Tenant. Initials _____

Resident Signature: _____

Home Phone #: _____ ☐

Work Phone #: _____ ☐ Cell Phone #: _____ ☐

E-Mail Address: _____

Forwarding Address: _____

Reason for moving: _____

Please understand that once the property becomes vacant, you will no longer have access to the tenant portal. Should you be under a contract that requires you to continue to make payments, you will need to mail or bring in the payments to our office.

SHOWING INSTRUCTIONS: after receiving a valid photo ID and other information from "Prospective Tenant", The Herndon Company shall give the "Prospective Tenant" information to set up an appointment with "Current Tenant" to view/inspect property for purposes of renting. As per the section entitled "Right of Access, Signage" of your lease access **MUST BE GIVEN** to prospective tenants. For each occasion where the access rights are denied, current tenant will pay the Landlord the sum of **\$75.00** as liquidated damages. Tenant does not have to show the property immediately when someone calls, but current tenant is required to set up and keep an appointment with a prospective tenant. Prospective tenant(s) might complete a preliminary move-in inspection form, which is a required form before they can secure the property with a holding fee. This inspection will not be held accountable to Tenant, as a final inspection will be completed after keys have been returned. Please check the box (☐) of the preferred number for The Herndon Company to release to the "Prospective Tenant." **TENANT ACKNOWLEDGES READING AND UNDERSTANDING THIS PARAGRAPH.** (Lessee's Initials) _____

No patching, painting, or other types of "improvements" are permitted without written authorization from The Herndon Company, not even at vacating the property. Should such be done in a non-professional manner, a professional will be hired and Tenant will be responsible for ALL associated costs. **TENANT ACKNOWLEDGES READING AND UNDERSTANDING THIS PARAGRAPH.** (Lessee's Initials) _____

Keys may be returned anytime during the 30 day notice month provided rent has been received for full thirty day notice month.

LESSEE ACKNOWLEDGES HAVING RECEIVED AND READ THE MOVE OUT INSPECTION REQUIREMENTS AND SETTLEMENT CHARGES GUIDE. (Lessee's Initials) _____

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Move-Out Inspection and Security Deposit Refund Acknowledgement

This is to advise you a **Move-Out Inspection** will be completed pursuant to **Georgia Code** and pursuant to your lease, within **3 business days** from turning in the keys and relinquishing the property.

Any damages or cleaning requirements found unsatisfactory and not previously noted on your Move-In Inspection will be noted. A **COMPREHENSIVE** list of **ESTIMATES** for repair and a copy of the **Move-Out Inspection** of such findings will be provided to you for review. Tenants are not present during the move out inspection but will be provided a copy of the inspection and will be given 5 business days, as per Georgia Law, to re-inspect our findings.

Should you **disagree**, you will need to **provide the disagreement in writing**; specifically stating what you disagree with and you must sign and date your disagreement per Georgia Law. The disagreement will be reviewed. If you agree, you must sign your Move Out inspection and return it to The Herndon Company within **5 business days**.

Page 3: Security Deposit

D. "Return of Security Deposit: The balance of the Security Deposit to which Tenant is entitled shall be returned to Tenant by Holder within thirty(30) days after the termination of this Agreement or the surrender of Premises by Tenant, whichever occurs last (hereinafter "due Date"); provided that Tenant meets the following requirements: (1) the full term of the Lease has expired; (2) Tenant has given the required written notice to vacate; (3) the Premises is clean and free of dirt, trash and debris; (4) all rent, additional rent, fees and charges have been paid in full; (5) there is no damage to the Premises or the Property except for normal wear and tear or damage noted at the commencement of the Lease in the Move In/Move Out Inspection Form signed by Landlord and Tenant; and (6) all keys to the Premises and to recreational or other facilities, access cards, gate openers, and garage openers have been returned to Landlord or Manager."

F. "Move-Out Statement: Holder shall provide Tenant with a statement ("Move-Out Statement") listing the exact reasons for the retention of the Security Deposit or for any deductions there from. If the reason for the retention is based upon damage to Premises, such damages shall be specifically listed in the Move-Out Statement. The Move-Out Statement shall be prepared within three (3) banking days after the termination of occupancy. If Tenant terminates occupancy without notifying the Holder, Holder may make a final inspection within a reasonable time after discovering the termination of occupancy. Tenant shall have the right to inspect Premises within five (5) banking days after the termination of occupancy in order to ascertain the accuracy of the Move-Out Statement. If Tenant agrees with the Move-Out Statement, Tenant shall sign the same. If Tenant refuses to sign the Move-Out Statement, Tenant shall specify in writing, the items on the Move-Out Statement with which Tenant disagrees within three (3) banking days. For all purposes herein, a banking day shall not include Saturday, Sunday, or federal holidays."

Please Note: Final figures will not be available until your deposit is processed. A complete calculations and breakdown will be with your final disbursement.

Christan Tullis

Christan Tullis
The Herndon Company
Property Management

Signature Tenant

Date

Signature Tenant

Date



MEMBER: Valdosta Board of Realtors -Georgia Association of Real Estate Boards
National Association of Real Estate Boards -National Institute of Farm and Land Brokers



THE HERNDON COMPANY Real Estate
Property Management
108 W. Mary Street, P. O. Box 1625
Valdosta, GA 31603-1625
Phone 229/245-6380
Fax 229/245-6375

MOST COMMON MISTAKES WHEN VACATING A RENTAL PROPERTY & A GUIDE FOR CLEANING AND LEASE GUIDELINES

To ensure your security deposit is refunded to you, please make sure the following items are completed and the following lease rules are adhered to.

These items are in your lease as well, but we wanted to take some time to explain in detail some of the things we have issues with when completing move out inspections.

A few things to remember: These are not our homes, as we work with a multitude of homeowners who entrust us to oversee the care of their home. This is why we have these rules in place and why we follow guidelines for every property.

CLEANING: To help ensure that the refundable portion of your security deposit is returned to you, our staff has put together a cleaning guideline. During the "turn-over" inspection, the following items will be closely inspected. This is only a guideline. The list below includes, but is not limited to, areas and items that need to be cleaned/replaced or taken care of prior to turning the home over to the next tenant:

- 1) Remove all personal items, furniture, and trash from the property
- 2) For properties that have carpet, Lessee is required to have the carpet professionally cleaned by a reputable company that will issue a guarantee for their work and you must provide a receipt to the office for your file. If you have pets, the carpet must also be professionally deodorized. A copy of the receipt must be turned in with the keys of the property to the property manager department. Should you use a vendor that is not certified, and the carpet is not properly cleaned, you could be charged to have it properly cleaned. Sweep, mop, and remove all stains, scuffs, and marks from all flooring.
- 3) Pay special attention to areas around light switches, hallways, doors, doorways, baseboards, A/C filter grates, ceiling fans, chair rails, inside and outside of all cabinets & drawers, and make sure they are clean and free of handprints, cobwebs, dust, or dirty areas. **IF YOU ARE NOT SURE ABOUT WIPING THE PAINT on the wall, DO NOT DO IT AND PLEASE CALL AND ASK US.** (Common issues are drip marks on walls & baseboards, heavy smudging, etc.)
- 4) Clean all windows, window seals & ledges, and blinds/drapes. If blinds are broken, replace or fix them. Screens must be dusted and cleaned of all webs and film to include moldy buildup.
- 5) Secure all screens. Make needed repairs to screens and screen doors.
- 6) Clean all surfaces that collect dust and fingerprints.
- 7) You must replace light bulbs: replace all out/ missing / different bulbs. These must be replaced with appropriate bulbs (i.e. designer, florescent, standard, etc)
- 8) Clean all globes and covers for light fixtures (i.e. bugs, dust, etc.)
- 9) Clean thoroughly bathtubs/shower stalls and walls; vanities (& drawers); toilets (seat, bowl, tank and rim); mirrors, medicine cabinets; clean exhaust fan cover and blades. Clean any area that needs attention (re: dust, dirt, soap scum, mold, etc.)
- 10) Clean kitchen thoroughly: sink, faucet, & sprayer; run warm water and bleach through garbage disposal where present. Clean counter tops.
- 11) Vacuum / wipe cabinets inside / outside/ top removing any grease, dirt and handprints. Do not leave any items behind such as trash, food, cleaners, chemicals, etc. Remove any contact paper / liners / roach traps / child proof locks from cabinets.

- 12) Clean refrigerator / freezer –inside/outside / top / underneath / backside / both refrigerator and freezer seals. Remove all items from inside. If power is turned off, leave refrigerator/freezer doors propped open.
- 13) Remove items and clean dishwasher inside and out; including lip and interior of door, soap dispenser, etc.
- 14) Clean exhaust hood of any food stains/greasy residue on top and underneath; remove and clean exhaust filter and light cover and replace such when cleaned.
- 15) Clean stovetop / underneath / control panel and dials (i.e. grease, spills, etc) Replace stove pans (& rings where applicable) with correct pans
- 16) Clean oven: include inside and outside of door, glass (where applicable) and handle. Follow cleaning instructions on the oven cleaner.
- 17) Clean air-conditioning/heater vent grill. Replace filter with a new one of appropriate size. Clean A/C closet of any accumulated dust
- 18) Clean out/sweep all storage areas of any personal items; closets; nooks; etc.
- 19) Clean out dryer venting of any lint build-up (a vacuum is usually the best route)
- 20) Mow, trim, edge and water the lawn immediately prior to move out (within two days of returning the keys). Remove any yard debris, household trash and personal belongings from interior AND exterior; leave exterior looking good
- 21) Discontinue your alarm system, cable & internet service and return all equipment. We will NOT return it for you and once you have relinquished possession, we will not be responsible for fees from the provider due to you leaving the equipment.
- 22) Clean out garage/carport of any personal items, sweep flooring, clean windows, wipe down doors, sweep down any cobwebs, etc.
- 23) Make sure pump (where applicable) is left in working condition; if questionable, please notify the office immediately upon suspecting a problem.
- 24) If a pet is present, have property professionally treated for ticks and fleas upon vacating and turn in a copy of paid receipt with your keys. If you fail to do so, we will have it done and taken out of your deposit.

IF ANY CLEANING OR REPAIRS HAVE TO BE COMPLETED THAT REQUIRE WATER AND/OR POWER TO COMPLETED, AS PER YOUR LEASE A MINIMUM OF \$65.00 WILL BE CHARGED AGAINST THE DEPOSIT TO TAKE CARE OF THOSE ITEMS.

KEYS/GARAGE DOOR OPENERS: Upon vacating the property, all keys and remotes **MUST** be returned to our office and the proper paperwork completed and signed acknowledging return of the keys/remotes and relinquishing the property. The inspection will be scheduled once we have received ALL the keys and remotes.

Tenants are not present during the inspection.

We hope this information is helpful when you begin to prepare your move. If you have any questions or concerns regarding our policies, please contact our office within a reasonable period of time. Thank you for your cooperation. Best wishes with your move.

HOUSE RULES AS PER THE LEASE AND COMMON MISTAKES MADE BY TENANTS. A GUIDE TO HELP WITH THE MOVE OUT PROCESS.

PATCHING AND PAINTING:

- 1) You are not allowed to patch/paint any walls. If you changed the color of any walls, we will hold you responsible for putting the home back not its original state (unless written permission is given and the stipulation of such agreement is stated in your lease or through other written permission formats). If you install Velcro or sticky hooks, do not remove them. If you have not properly installed them or unsure of how to uninstall them, it will tear the sheetrock paper/paint and you will be charged for the area(s) that is damaged. Often times people think they are supposed to patch/paint, when in fact we view damage individually based on normal wear and tear and what is allowed and not allowed, including reviewing what was there and what was not there, etc. Any walls found to have excessive damage that does not fall under normal wear and tear and will be repaired at the and charged to the tenant. **EXAMPLE OF NORMAL WEAR & TEAR:** light smudging, small picture nails or hooks that are not in excess in one area, light scuff marks not in excess.
- 2) Do not remove sheetrock anchors if you install them. Your lease states you are not permitted to install them. We realize that televisions will be mounted, but you will be held responsible for repairing that area.

PETS:

- 1) Pet damage. If you are found to have an unauthorized pet in the home, we will charge an unauthorized pet fee as per the lease, as well as any clean up, flea and tick treatment, odor removal, and any damages caused by the unauthorized pet. The best approach is to ask permission and pay the pet fee set forth by the homeowner and add the pet to the lease.
- 2) You must spray for fleas and ticks if you have a pet and provide a receipt on the INTERIOR of the home. If the yard is found to be infested, then we will also charge for treatment of the yard. Regardless, if your pet is given monthly treatments, you are still required to adhere to the lease and treat the home for fleas and ticks upon vacating.
- 3) If your pet causes damage (chew marks, scratches, urine damage, broken blinds, etc.) an estimate will be obtained, and all the the damaged items will be repaired against your security deposit. Odor and stain removal may also be charged if the home smells heavily of any pet odor or other odor or is stained of any pet stains or other stains. Most common damage is chewed window seals, exterior siding or damaged flooring.

CHARGES ON UNAHTORIZED ITEMS:

- 1) NO SMOKING OF ANY KIND IS PERMITTED INSIDE THE HOME! We will charge for odor removal and we will charge the \$1,000.00 unauthorized smoking charge as per your lease. This is not negotiable.
- 2) Unauthorized pets charge is \$500.00.
- 3) If any infestation of pests is found in the home, with the exception of rodents, you will be held responsible for treatment until the problem is resolved. You will also be held responsible for the clean up after treatments.

LAWN MAINTENANCE:

- 1) Lawn Maintenance is to include freshly cut lawn, edged and weeds removed where needed, and the flower beds sprayed for weeds. All debris from fire pits (if permitted on the property), limbs, straw, leaves, trash must all be removed prior to returning to us.
- 2) You are NOT permitted to be parking on the grass, putting up a pool, parking a boat, RV or any other item in the yard or on the grass unless written authorization is given and you restore the lawn to the condition at renting the property, including no ruts in the lawn, no bare ground, you must re-sod or reseed any bare areas. During the move out, if any of this is found, we will repair the areas in question, and this will be charged back to you.

Signed _____ Date: _____

Signed _____ Date: _____

Revised 10/26/17

LIST OF VENDORS IF YOU NEED HELP WITH THE MOVE OUT PROCESS:

(IF YOU CHOOSE TO USE THE VENDORS BELOW, PLEASE NOTE THEY ARE NOT EMPLOYEES OF THE HERNDON COMPANY)

Carpets:

Kens Carpet: (229) 559-6044

Lawlor Carpet: (229) 559-9189

Maid Valet: (229) 469-4229

Cleaning Services:

Executive Cleaning: (229) 671-9800

Maid Valet: (229) 469-4229

Pest Control/Lawn Care

Quest Pest and Lawn Care: (229) 460-5069

Quality Lawn Maintenance: (229) 630-8977

Chem- X Pest Control: (229) 242-0300