



Premises:	City:	State: NC	Zip:
Tenant:		Tenant:	

This constitutes my written Notice to Vacate ("Notice") the Premises on or before the date stated herein ("Move Out Date"),

Month

Day

Year

THE FOLLOWING ARE A FEW SIGNIFICANT TERMS AND CONDITIONS AGREED UPON IN THE RESIDENTIAL RENTAL CONTRACT AND ITS ATTACHED ADDENDA ("LEASE"). FOR A COMPLETE EXPLANATION OF THE PROVISIONS, PLEASE REFER TO THE SIGNED LEASE.

Early Termination: I understand that I must provide a written Notice **60 days** prior to the end of the Initial Term or any renewal or extension thereof. Should I terminate prior to the conclusion of my Initial Term or any renewal or extension, I understand this constitutes a breach of my Lease. For the duration of the Lease, or until the Effective Date of Lease Termination, I agree to perform in accordance with the provisions set forth in my Lease. This includes, without limitation, paying rent and utilities, providing yard maintenance if applicable and paying any commissions to agencies used in the re-rental process. I understand unless the Landlord and I agree otherwise in writing, the following provisions shall apply as a means of mitigating damages resulting from my early termination of the Lease. Should the Landlord choose to sell the Premises upon receipt of this Notice, the Effective Date of Lease Termination shall commence upon the last day of the calendar month that follows 60 days after receipt of this Notice or upon the Move Out Date I specify above, whichever occurs later. Should the Landlord choose to re-rent the Premises, Landlord agrees to use reasonable efforts to secure a replacement tenant. I accept responsibility for the performance of the Lease until the Landlord is able to re-rent the Premises. I understand my Lease shall terminate upon the beginning date of the replacement tenant's lease term or the expiration date of my Lease term, whichever occurs sooner ("Effective Date of Lease Termination"). There will be no further obligations between Landlord and me following the Effective Date of Lease Termination.

Tenant Responsibilities: In accordance with the "Tenant's Duties Upon Termination" paragraph of the Lease, I will perform all of the obligations, including but not limited to removing my personal property from the Premises and returning all keys and other means of access to the Premises and any amenities. Further, I agree to make the premises available for viewing by prospective tenants and/or buyers, as well as to have the carpets professionally cleaned on or before the Move Out Date. In the event that I vacate the Premises before the Move Out Date, I understand that my obligations under the Lease will still remain in effect until the Effective Date of Lease Termination.

Prepaid Rent: In the event a new tenant pays rent for a period of time for which I have pre-paid rent, I will be credited a portion of the rent pre-paid by me, prorated according to the period of time paid by the new tenant.

Revision or Rescission: I understand once I provide written Notice, this Notice is legally binding. The Landlord is not obligated to accommodate my request to revise or rescind my Notice. Thus, if I stay beyond the Move Out Date, I can be held liable for additional expenses and be subject to summary ejectment. Should Landlord permit me to rescind my Notice after the Premises has already been marketed by Agent, I will be responsible for a **\$500.00** marketing fee. I am aware that the marketing fee is implemented to offset Landlord's expense of compensating Agent for their marketing expenses. As soon as my request to rescind my Notice is granted, I will make payment to **Bev Roberts Rentals, Inc.** before any necessary contracts are drafted.

Security Deposit: I understand the security deposit will be disposed of in accordance with the Lease and the Tenant Security Deposit Act within **30 days** after the Effective Date of Lease Termination and delivery of possession of the Premises to Landlord or Agent, unless I receive an interim accounting within 30 days and a final accounting within **60 days** should claims against the Security Deposit be not resolved within 30 days. I understand that the security deposit cannot be used to pay my final rent payment.

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For delivery of my security deposit and/or itemized statement, please use my forwarding address:

Forwarding Address

City

State

Zip

Tenant Signature

Date

Tenant Signature

Date

OFFICE USE ONLY:

Agent Signature:

Date Received:



Thank you for providing notice of your intent to vacate the Premises. Pursuant to the Lease and North Carolina landlord-tenant law, the Premises must be returned in a clean and repaired condition, the same as or better than when possession was delivered, except for normal wear and tear. The Security Deposit will be returned in full, less any lawful deductions, provided that Tenant complied with all obligations under the Lease. Please carefully review the following checklist, which highlights common items tenants often overlook when vacating the Premises:

- ☐ Tenant shall cooperate with showings of the property for sale or rent prior to lease termination and maintain the premises in a clean and presentable condition during such showings.
- ☐ Tenant is responsible for placing all unwanted items out for regular trash collection. For large items requiring special removal, tenant must arrange with the local Department of Sanitation. All trash containers must be returned to their original location promptly after collection to avoid fines from any homeowners association or municipality. Tenant shall clean the interior of trash containers prior to vacating.
- ☐ Tenant shall remove all food, personal belongings, debris, and waste from the premises, including all storage areas, attics, closets, and outbuildings. Tenant shall not remove any fixtures, equipment (including CO detectors), or appliances belonging to the Landlord.
- ☐ Tenant shall thoroughly clean all appliances, both interior and exterior, including but not limited to refrigerator, stove, oven, microwave, dishwasher, and washer/dryer units. Tenant shall clean the stove and oven, replace stove drip pans, and remove any residue or soot following the self-cleaning oven cycle.
- ☐ Tenant shall empty all refrigerator ice trays and disable ice makers prior to utility disconnection. Failure to do so may result in ice melting and causing damage to the refrigerator and flooring. Tenant shall be responsible for any damage caused by negligence in this regard.
- ☐ Tenant shall clean the interior and exterior of all cabinets, drawers, countertops, sinks, and fixtures in kitchens and bathrooms.
- ☐ Tenant shall clean all shower doors, bathtubs, sinks, and remove soap scum or mildew.
- ☐ Tenant shall tighten or repair bathroom towel bars, toilet paper holders, and any loose fixtures caused by tenant use.
- ☐ Tenant shall replace all burned-out light bulbs with bulbs of appropriate wattage and type.
- ☐ Tenant shall replace all air filters in the heating and cooling systems with filters of the appropriate size.
- ☐ Tenant shall remove all marks, handprints, and pet-related stains from windows, doors, walls, and other surfaces.
- ☐ Tenant shall clean all ceiling fans, light fixtures, blinds, and window treatments. Damaged blinds or window coverings must be repaired or replaced by tenant.
- ☐ If the property contains a wood-burning fireplace, tenant shall clean and remove all wood, ashes, and soot residue.
- ☐ Tenant shall arrange for professional carpet cleaning and provide the Agent with a paid receipt upon move-out.
- ☐ Tenant shall clean all floors, baseboards, garage, decks, patios, porches, walkways, and remove any stains such as oil or grease.
- ☐ Tenant shall maintain the lawn, shrubs, and landscaping free of weeds, leaves, pet waste, and debris prior to move-out.
- ☐ Tenant shall secure the premises by locking all doors and windows upon vacating. Tenant shall coordinate with the Agent regarding the return of all keys, garage remotes, mailbox keys, pool keys, and any other property-related access devices.
- ☐ Any paint touch-up performed by Tenant must match the original color and finish. Improper or inadequate repairs that cause additional damage or result in uneven or splotchy walls requiring repainting will be charged to Tenant. Professional touch-up painting is recommended if Tenant is not confident in performing proper touch-up work.
- ☐ Tenant shall leave the property free of pests and rodents. Any pest remediation required due to tenant negligence or unsanitary conditions will be the responsibility of the tenant.
- ☐ Refer to the Property Inspection Report provided at the commencement of the tenancy. This document serves as the baseline for assessing the condition of the Premises at move-out. Tenant must report any known damage in writing to the Landlord or Agent prior to vacating the Premises.
- ☐ Tenant shall provide a forwarding address in writing to facilitate security deposit return and any necessary communication.



SETTLEMENT CHARGES GUIDE

The following **ESTIMATED CHARGES** serve as a guide for labor, materials, and parts that may be required after a tenant vacates. **These charges are only estimates and may vary based on actual conditions.** Tenants are not responsible for normal wear and tear but may be charged for excessive wear and tear, damage, misuse, neglect, or lease violations. Charges may be deducted from the security deposit, with any remaining balance billed to the tenant.

CLEANING	GENERAL REPAIRS	FLOORING	PLUMBING
Clean Refrigerator	Replace Refrigerator Shelf	Remove Carpet Stains	Replace Kitchen/Bathroom Faucet
Clean Stovetop	Replace Stove/Oven Knob	Cigarette Burn In Carpet/Floor	Replace Shower Head
Replace Stove Drip-Bowls	Repair Ceramic Tile	Deodorize Carpet	Replace Toilet Tank Lid
Clean Oven	Replace Countertop	Repair Carpet	Replace Toilet Seat
Clean Stove Hood	Replace Cutting Board	Repair Hardwood Floor	Replace Toilet
Clean Kitchen Cabinets	Replace Kitchen/Bath Cabinet Knobs	Refinish Hardwood Floor	Replace Garbage Disposer
Clean Kitchen Floor	Replace Mirror	Repair Linoleum	Snake Toilet
Clean Tub/Shower & Surround (ea.)	Replace Medicine Cabinet	Replace Kitchen/Bathroom Linoleum	
Clean Toilet & Sink (per bath)	Replace Towel Bar	Replace Floor Tile	
Clean Bathroom, Cabinets, & Floor	Replace Tub/Shower Enclosure	Replace Ceramic Tile	
Clean Carpets (per room)	Replace Thermostat		
Vacuum Throughout Dwelling	Replace Fire Extinguisher		
Window Cleaning (per unit)	Remove Junk & Debris		
Clean Greasy Parking Spaces (ea.)	Replace Doorbell Button		
Clean Fireplace	Replace Doorbell Unit		
Clean Ceiling Fan (ea.)	Replace Garage Door (ea.)		
Clean Furnace Filter Grate (ea.)	Replace Furnance Filters		
Clean Blinds (ea.)			
Clean Base Boards			
WALLS	ELECTRICAL	DOORS	WINDOWS & TREATMENTS
Remove Mildew & Treat Surface	Replace Light Bulb	Repair Hole In Hollow Core Door	Replace Window Pane
Cover Crayon/Marker/Pen Marks	Replace Light Fixture Globe	Repair Forced Door Damage	Replace Venetian Blind (ea.)
Repair Hole In Wall	Replace Light Fixture	Replace Door (inside)	Replace Window Shade
Remove Wallpaper	Replace Electrical Outlet/Switch	Replace Door (outside)	Replace Window Screen
Repaint (per wall/ceiling)	Replace Electrical Cover Plate	Replace Sliding Glass Door	Replace Vertical Blinds (ea.)
Remove Wall/Ceiling Stickers		Replace Sliding Door Screen	Replace Mini Blind (ea.)
GROUPS / EXTERIOR	LOCKS		
Major Yard Cleanup	Replace Key		
Minor Yard Cleanup	Replace Mailbox Key		
Mow Lawn Front & Back	Replace Garage Door Opener		
Trim Bushes	Replace Pool Key		
Replace Mailbox	Replace Door Lock		
	Replace Deadbolt Lock		
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