



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

This is my written Notice to Vacate ("Notice"), with my planned move-out on or before the following date ("Move Out Date"):

Month

Day

Year

I UNDERSTAND THAT THE FOLLOWING HIGHLIGHTS A FEW IMPORTANT TERMS AND CONDITIONS FROM MY RESIDENTIAL RENTAL CONTRACT AND ITS ATTACHED ADDENDA ("LEASE"). FOR A COMPLETE EXPLANATION OF ALL THE OBLIGATIONS, I WILL REFER TO MY SIGNED LEASE.

Tenant's Duties Upon Termination. I will make the Premises available for viewing by prospective tenants or buyers. I understand that I am responsible for paying all utility bills for services that I am responsible for in the Lease, and that I cannot disconnect any utilities until the Lease ends or a replacement tenant moves in, whichever comes first. I will remove all my personal belongings and clean the entire Premises, including plumbing fixtures, appliances like refrigerators and stoves, sinks, and remove all trash. I will have all carpets professionally cleaned by a carpet cleaning company. If pets lived in the Premises, the carpets will also be professionally deodorized and treated for fleas and ticks. Carpet cleaning will be done after all my belongings are removed and no earlier, and I will provide a copy of the receipt showing it was completed. I will take any steps necessary to return the Premises and any appliances or fixtures to the same condition they were in when I moved in, except for normal wear and tear or repairs the Landlord is required to make by law. I will lock all doors and windows and return all keys, access devices, garage openers, parking or pool passes, and similar items. I will also refill any fuel tanks I used to the same level they were at the start of my tenancy and provide a forwarding address so my Security Deposit can be returned. I understand that if I do not properly clean the Premises, appliances, or carpets, the Landlord may charge me for the costs, which can be deducted from my Security Deposit. If I end my tenancy before the Lease term ends, I understand the Landlord will try to find a replacement tenant, but I am still responsible for all Lease obligations until a new tenant moves in or the Lease ends.

Early Termination. I understand that if I want to move out, I must give Bev Roberts Rentals written notice at least **60 days** before my Lease ends. I also understand that moving out early is considered a breach of my Lease. Until my Lease officially ends, I am responsible for all Lease obligations, including paying rent and utilities, maintaining the yard or landscaping, and any other charges required by the Lease. I may also be responsible for extra costs from ending the Lease early, such as unpaid rent or lost future rent, reasonable costs to find a new tenant (like agent fees), cleaning and repairs beyond normal wear and tear, and any legal fees the Landlord incurs to enforce the Lease or regain possession. If the Landlord decides to sell the Premises after I give notice, my Lease will officially end on the later of 60 days after the Landlord receives my notice or my stated move-out date. If the Landlord decides to re-rent the Premises, they will make reasonable efforts to find a replacement tenant. I will continue to be responsible for all Lease obligations until a new tenant moves in or the Lease naturally ends, whichever comes first. After that, I will have no further responsibilities.

Prepaid Rent. I understand that if I have already paid rent for a period that a replacement tenant will be renting, I will receive a credit for that rent only after the replacement tenant moves in, and any such credit may be applied or settled along with my Security Deposit after my Lease officially ends.

Modify or Revoke Notice. I understand that once I give my written Notice, the Landlord may put the Premises up for sale or re-rent, and any new tenant or buyer may move in immediately after my stated move-out date or the Lease End Date, whichever comes first. If I ask to change or cancel my Notice after the Premises has been listed or marketed, the Landlord may allow it only if it doesn't interfere with the move-in of any new tenant or buyer. If the Landlord consents, I will pay a non-refundable **\$500.00** Marketing Fee to cover re-rental marketing costs, and I must pay it immediately to **Bev Roberts Rentals**. I understand that if I stay past my stated move-out date without the Landlord's written consent and it interferes with a new tenant or buyer, or if I stay past the Lease End Date, I will be considered a holdover tenant and may be responsible for extra rent, damages, legal fees, and other costs, up to and including eviction.

Security Deposit. I understand I cannot use my Security Deposit to pay my final rent payment. I understand that I will receive a written list showing any deductions from my Security Deposit and return the rest within **30 days** after I move out. If it takes longer to determine the full amount, I will receive a temporary statement within **30 days** and a final statement within **60 days**.

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:
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Thank you for giving notice of your intent to vacate the Premises. Under the Lease and North Carolina landlord-tenant law, the Premises must be returned in a clean and well-maintained condition, similar to or better than when you took possession, except for normal wear and tear. The Security Deposit will be returned in full, minus any lawful deductions, as long as all Lease obligations are met. Please review the following checklist, which outlines common items tenants often overlook when moving out.

- ☐ 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

materials, and parts that may be required after a tenant vacates. **These charges are only estimates and may vary based on actual** wear but may be charged for excessive wear and tear, damage, misuse, neglect, or lease violations. Charges may be deducted from the rent.

PAIRS	FLOORING	PLUMBING
Generator Shelf	Remove Carpet Stains	Replace Kitchen/Bathroom Faucet
3/Oven Knob	Cigarette Burn In Carpet/Floor	Replace Shower Head
ic Tile	Deodorize Carpet	Replace Toilet Tank Lid
tertop	Repair Carpet	Replace Toilet Seat
ng Board	Repair Hardwood Floor	Replace Toilet
en/Bath Cabinet Knobs	Refinish Hardwood Floor	Replace Garbage Disposer
r	Repair Linoleum	Snake Toilet
icine Cabinet	Replace Kitchen/Bathroom Linoleum	
al Bar	Replace Floor Tile	
Shower Enclosure	Replace Ceramic Tile	
mostat		
Extinguisher		
& Debris		
bell Button		
bell Unit		
idge Door (ea.)		
ance Filters		
	DOORS	WINDOWS & TREATMENTS
Bulb	Repair Hole In Hollow Core Door	Replace Window Pane
Fixture Globe	Repair Forced Door Damage	Replace Venetian Blind (ea.)
Fixture	Replace Door (inside)	Replace Window Shade